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URBAN/MUNICIPAL

MINUTES OF THE PERSONNEL AND ORGANIZATION COMMITTEE OF THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON

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1987

DECEMBER, 1987.

PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL
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GOVERNMENT DOCUMENTS

THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

I N D E X

PERSONNEL AND ORGANIZATION COMMITTEE

1987 12 10

GENERAL

NEW BUSINESS: PAGE

1 Recommendations of the Director of Education..... 1.

2. Assistant to the Lunchroom Co-ordinator..... 2.

3. Staffing - Psychological Services Department..... 2.

4. Reconstitution of Ad Hoc Committee - Race Relations..... 3.

5. Tenders - Selection Procedures - Job Evaluation Plan..... 3.

6. Report of the Communications Advisory Committee..... 4.

7. Race Relations Committee - Progress Report..... 5.

8. Report of the Special Education Advisory Committee..... 5.

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education..... 5.

MINUTES OF THE

PERSONNEL AND ORGANIZATION COMMITTEE

1987 12 10

Present: Mary Caye Clarke (Chairman);
Trustees Bell, Hicks, Mulholland, Webb, Paquin and Van Horne.

Also Present: Trustees Allen, Baskin, Cunningham, Desmarais, Detwiler, Kennedy, Lowe, Rogers and Vine.

Officials Present:
A. J. Krever (Director of Education and Secretary),
K. Rielly (Associate Director of Education),
D. B. Sinclair (Manager, Personnel and Employee Relations),
C. McKague (Superintendent of Curriculum and Special Services),
P. Beveridge (Associate Superintendent of Curriculum and Special Services),
F. Kelly (Area Superintendent),
R. Kennedy (Area Superintendent),
A. Stockwell (Area Superintendent),
J. Forrester (Area Superintendent),
D. Rothwell (Area Superintendent),
S. Rogers (Administrative Secretary).

The Chairman called the meeting to order and asked the members' wishes with respect to confirmation of the minutes of the last meeting.

Moved by Mr. Hicks:

That the minutes of the last regular meeting be approved as presented to the members.

CARRIED.

GENERAL

NEW BUSINESS

Recommendations of the Director of Education

Moved by Mrs. Bell:

That the recommendations of the Director of Education be approved as presented to the members.

Mr. Krever drew the members' attention to clause (e) and the resignation for purpose of retirement for Mr. C. McKague.

The motion was put to a vote and was CARRIED.

The following was discussed in-camera.

Moved by Mr. Webb:

That the following recommendation of the Director of Education be approved, as presented to the members:

(a) That the request of Mohawk College of Applied Arts and Technology and the University of Waterloo for the release from teaching duties of Mr. Jim O'Connor, effective 1988 02 01 to 1988 06 30, for the purpose of representing the Hamilton Board of Education on the Organizing Committee of the Sixth World Conference in Co-operative Education to be held in August, 1989, be granted.

CARRIED.

Assistant to the Lunchroom Co-ordinator

Moved by Mrs. Bell:

That the following recommendation regarding the Assistant to the Lunchroom Coordinator be approved:

(a) That the Personnel and Organization Committee approve the action of posting and interviewing for an assistant to the Lunchroom Program Co-ordinator, effective January 1, 1988.

Mr. Rielly reviewed the report.

Mrs. Van Horne asked for a ball park figure on the yearly salary for clerical category A-B.

Mr. Sinclair replied approximately $18,720 annually. The weekly salary is $300 minimum and $360 maximum.

Mrs. Bell's motion was put to a vote and was CARRIED.

Staffing - Psychological Services Department

Mr. Beveridge stated the purpose of the report is to alert the members to the present situation in the Psychological Services Department. There has been a long standing waiting list of students who require assessment. At the present time, students are having a difficult time being assessed. A student that goes through the Identification, Placement and Review process has to have an educational, medical and psychological assessment. The student is not able to get these assessments for a long period of time which delays the I.P.R. process. Mr. Beveridge concluded it is being recommended that a psychological consultant be appointed for September, 1988 to help alleviate some of these problems.

The second situation is the result of the study commissioned by the Discipline Committee and the subsequent interim findings of Dr. John Harris which indicates a growing need for teacher support in respect to behaviourally disturbed students. It would appear that special assistance for students with behavioural difficulties in mainstream settings will be critical in the future.

Moved by Mrs. Bell:

That the following recommendations regarding staffing - psychological services department be approved:

(a) That a behavioural consultant be appointed to the Psychological Services Department effective, September, 1988.

(b) That a psychological consultant be appointed to the Psychological Services Department, effective September, 1988.

Mrs. Clarke advised the members this will be presented to the Budget Review Committee.

Mrs. Bell was pleased to see these recommendations and recalled when Corporal Punishment was removed something had to be in place for the teachers to deal with these students. This is part of the promise the Board made to the staff.

Miss Detwiler also recalled when the Discipline Committee was looking at behaviour problems in the schools, the problems seemed to stem from the middle school level. The members of the committee felt these problems should be dealt with before they reached the middle school level. It seemed logical to Miss Detwiler to try and detect these problems early, assess them and deal with them.

Mrs. Bell's motion was put to a vote and was CARRIED.

Reconstitution of Ad-Hoc Committee - Race Relations

Moved by Mrs. Van Horne:

That the Race Relations Committee be reconstituted for 1988 with the same number of members as in 1987, to be named by the Chairman of the Board, and with the same goals and objectives as in 1987.

CARRIED.

Tenders - Selection Procedures - Job Evaluation Plan

Mr. Sinclair reviewed the report.

Mr. Kennedy asked if it was possible to see if any other public boards have a similar program and have used any of the companies on the list attached to the agenda.

Mr. Sinclair replied the Hamilton Board has been represented on a provincial review committee under the legislation. There has been a considerable amount of helpful information received on what other Boards have done; are doing or are planning to do. One Board undertook an evaluation of five plans and this information will be made available to this Board.

The companies on the list represent many different jurisdictions across the province. These companies will be monitored very carefully and when they make their presentations, they will show where they have done business in the past and these will be thoroughly checked out.

Mrs. Baskin recalled this issue being discussed at the Salary Committee. Since it is a highly technical issue, she did not feel she was qualified to interview the applicants and recommend acceptance. Mrs. Baskin suggested the members seek help from the people at McMaster University and/or perhaps City Hall who have done this evaluation process. Mrs. Baskin had concerns that in an area such as this, Trustees do not have the qualifications to conduct interviews competently. This Board should ask for expert help.

Mr. Webb agreed it was a technical area and asked if it would be appropriate to have the officials conduct the interviews and invite the Trustees to observe the process. The actual dialogue can be conducted by the experts but the Trustees will be able to participate by observing the procedures.

Miss Detwiler felt that however this process takes place, it has to be done before the Board can look at pay equity. It is important that the job evaluations are in place first.

Mr. Sinclair commented the Board should be able to call on resources that are available. If none are immediately available, they will be sought out.

Moved by Mrs. Bell:

That the senior officials and other appropriate personnel interview applicants on the short list for the Formalized Job Evaluation Plan, in the presence of the Personnel and Organization Committee who will recommend acceptance of the successful proposal.

CARRIED.

Report of the Communications Advisory Committee

Moved by Mrs. Van Horne:

That the following recommendation from the Report of the Communications Advisory Committee be approved:

(a) That the position of Information Assistant, Information Services, be established at Administrative Category 21, (27,051-$30,251), effective January 1, 1988.

Mr. Kennedy asked if this will be presented at the Budget Review Committee.

Mrs. Clarke replied not if the January 1st date is maintained.

Mr. Kennedy then opposed the motion.

Mrs. Van Horne's motion was put to a vote and was CARRIED.

Race Relations Committee - Progress Report

Canon Rogers reviewed the interim progress report of the Race Relations Committee.

Canon Rogers concluded it will be some time yet before the Board will have a formal Race Relations Policy in place.

Report of the Special Education Advisory Committee

Mrs. Baskin asked if a letter was sent to the Ministry regarding the use of Educational Assistants.

Mr. Beveridge replied the letter Mrs. Baskin is referring to is in regards to Psychological Assessment, Regulation 262.

Mrs. Baskin asked for clarification of this report since she was not able to attend the SEAC meeting.

Mr. Beveridge stated the Special Education Advisory Committee supported youngsters being fully integrated with the aid of Educational Assistants. The decisions to place Educational Assistants has been left up to Mr. Beveridge and Mrs. Slade from the Personnel Department with approval from Senior Management. The Special Education Advisory Committee is supporting the formalization of the appointment procedure for Educational Assistants.

Mrs. Clarke informed the members this is for information purposes.

Mrs. Van Horne recalled seeing a letter being sent on Board of Education letterhead and signed by people other than the Secretary of the Board. She hoped this is clarified because letters sent on Board of Education letterhead should be over the signature of the Secretary of the Board.

Mr. Beveridge assured the members this issue has been clarified.

Before moving on to the next item, Miss Detwiler wanted to commend the Hamilton Spectator for their excellent article on Prince Philip School.

ELEMENTARY/SECONDARY

Recommendations of the Director of Education

Moved by Mrs. Bell:

That the recommendations of the Director of Education be approved as presented to the members.

Mrs. Baskin was pleased to see the teacher who was refused a third year leave of absence has been rehired.

Mrs. Bell's motion was put to a vote and was CARRIED.

The following motion was discussed in-camera.

Moved by Mr. Mulholland:

That the following recommendation of the Director of Education be approved, as presented to the members:

(a) That the request of the Ontario Secondary School Teachers' Federation for the secondment of Malcolm Buchanan to continue from 1988 02 01 to 1988 06 30, be granted.

The meeting then adjourned,

READ AND CONFIRMED,

.....
Chairman.

*jep

JANUARY, 1988.

PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL
JAN 19 1988
GOVERNMENT DOCUMENTS

THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

I N D E X

PERSONNEL AND ORGANIZATION COMMITTEE

1988 01 14

GENERAL

NEW BUSINESS: PAGE

1. Recommendations of the Director of Education..... 1
2. Superintendent of Plant 2
3. Area Supervisors 3

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education..... 3
2. Requests to Withdraw from "Four Over Five" Plan 4
3. Requests re "Four Over Five" Plan 4

MINUTES OF THE

PERSONNEL AND ORGANIZATION COMMITTEE

1988 01 14

Present: Mary Caye Clarke (Chairman);
Trustees Bell, Hicks, Mulholland, Paquin and Van Horne.

Also Present: Trustees Allen, Barker, Cunningham, Deans, Desmarais, Detwiler, Kennedy, Lowe, and Vine.

Officials Present:
A. J. Krever (Director of Education and Secretary),
K. Rielly (Associate Director of Education),
J. Penner (Superintendent of Finance and Treasurer),
D. B. Sinclair (Manager, Personnel and Employee Relations),
P. Beveridge (Superintendent of Curriculum, Special and Educational Services [designate]),
J. Forrester (Superintendent of Schools - Area 1),
P. Gillie (Superintendent of Schools - Area 4),
D. Rothwell (Superintendent of Schools - Area 5),
R. Lavoie (Superintendent of Schools - French-as-a-First-Language),
S. Rogers (Administrative Secretary).

Moved by Mr. Hicks:

That the minutes of the last meeting be approved as presented to the members.

CARRIED.

GENERAL

NEW BUSINESS:

Recommendations of the Director of Education

Mrs. Clarke indicated, for the most part, the recommendations represent staff replacements. Recommendation (j)(i) - Media Booking Clerk - would translate to a staff increase of .3 (from the present .7), and recommendation (j)(ii) - Library Technician - would translate to a .5 increase.

Mrs. Van Horne wondered why these particular positions were specifically designated for referral to Budget Review, and Mr. Krever explained normally additions like that are taken to Budget Review. The rationales for the requests were attached to the agenda, and Mr. Krever commented the need for these requests arose out of a heavy workload in that department.

Mrs. Van Horne requested, although she realized it is not always possible, that attachments and reports, particularly those exceeding one page, be sent with the agenda that is delivered a week in advance of the meeting.

Mrs. Clarke commented Mrs. Van Horne's concern was noted.

Mr. Krever indicated the date in recommendation (j)(i) should read the same as (j)(ii), 1988 05 01 in order to fall in line with budget deliberations.

✓ Moved by Mrs. Van Horne:

That the recommendations of the Director of Education be approved as presented.

CARRIED.

Superintendent of Plant

Mr. Krever explained the position of Superintendent of Plant has not yet been filled, nor has Mr. Bohé's replacement been appointed. The duties carried out under these two positions must continue; therefore, it is recommended that Mr. Singer work on a part-time basis (sixty per cent of his present full time position), and that Mr. Bohé's appointment be extended to the end of March.

✓ Moved by Mr. Paquin:

(a) That Joseph Singer continue working at the Board at approximately sixty per cent of full time until such time as the new Superintendent of Plant is appointed.

(b) That Edward Bohé's temporary appointment be extended to 1988 03 31.

Mrs. Lowe wondered what has been done to replace Mr. Bohé, and Mr. Krever acknowledged no action has been taken because Administration felt that Mr. Bohé's position is a key position and that the new Superintendent of Plant should have a say as to who will fill it.

Mrs. Lowe asked at what stage is the posting for Mr. Singer's replacement.

Mr. Krever replied the position was posted internally. Only one application was received, consequently it was felt that the position should be advertised provincially.

Mr. Rielly indicated interviews are scheduled for February 8th, and a recommendation will be brought forward to the regular February meeting of the Personnel and Organization Committee on 1988 02 11.

In response to Mrs. Lowe's question whether it is tentatively planned to post Mr. Bohé's position, Mr. Rielly replied yes.

Mr. Mulholland asked if and when approval was given to advertise for Mr. Singer's replacement outside the system.

Mr. Rielly recalled approval was received from the Trustees prior to Christmas.

Mr. Mulholland indicated it was his understanding that a suggestion was made if enough applications were not received, then it would be advertised externally. He recalled some Trustees agreed with this suggestion and others did not. He did not recall a vote on this issue.

Mr. Rielly stated at the October meeting of the Board, approval was given for the process in association with the selection of the people. He understood all positions would be posted internally and if there were not enough qualified people as deemed by the committee, then the position(s) would be advertised provincially. A posting went out for Superintendent of Plant, and one person applied. The committee did not feel that was adequate.

Mrs. Van Horne advised that at the October 27th special meeting of the Personnel and Organization Committee, the procedures for selection were approved.

The question was called on the motion, and it was CARRIED.

Area Supervisors

The following action was taken at the incamera session of the Personnel and Organization Committee:

✓ Moved by Mrs. Van Horne:

That the Board enter into a memorandum of agreement with the branch affiliates incorporating the following amendments into the collective agreements, which expire August 31, 1988:

That the position of Area Supervisor be established on the basis of ten month employment and be paid at an annual salary rate of $67,398 (equal to the maximum of the Secondary School Principals' grid);

That the travel allowance for the position shall be in accordance with Board policy ($947 per annum);

That appointments be for a three year term, non-renewable.

CARRIED.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Director of Education

✓ Moved by Mr. Hicks:

That the recommendations of the Director of Education be approved as presented.

CARRIED.

Requests to Withdraw from "Four Over Five Plan

Moved by Mrs. Van Horne:

(a) That the Board rescind the leave of absence granted to Jamie Quinn for the second semester of the 1989-1990 school year, effective 1990 02 01 to 1990 08 31, and approve her request to withdraw from the Salary Holdback Plan ("Four Over Five").

(b) That the Board rescind the leave of absence granted to Russell Evans for the first semester of the 1990-1991 school year, effective 1990 09 01 to 1991 01 31, and approve his request to withdraw from the Salary Holdback Plan ("Four Over Five").

CARRIED.

Requests re "Four Over Five" Plan

Moved by Mr. Hicks:

(a) That approval be granted for the request of Linda Woolfrey-Cooper for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") for the second semester of the 1989-1990 school year, effective 1990 02 01 to 1990 08 31, subject to the 1987-88 Secondary School Collective Agreement.

(b) That approval be granted for the request of Martin Cooper for a Leave of Absence under the Salary Holdback Plan ("Four Over Five"), for the second semester of the 1989-1990 school year, effective 1990 02 01 to 1990 08 31, subject to the 1987-88 Secondary School Collective Agreement.

CARRIED.

The meeting then adjourned,

READ AND CONFIRMED,

.....
Chairman.

fd

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MINUTES OF THE
SPECIAL MEETING OF THE
PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL
FEB 8 1988
GOVERNMENT DOCUMENTS

1988 01 26

Present: Mary Caye Clarke (Chairman);
Trustees Bell, Hicks, Mulholland, Paquin, Whiteman and Van Horne.

Also Present: Trustees Allen, Barker, Baskin, Cunningham, Deans, Detwiler, Kennedy, Lowe, Rogers and Vine.

Officials Present: K. Rielly (Associate Director of Education),
J. Penner (Superintendent of Finance and Treasurer),
C. McKague (Superintendent of Curriculum and Special Services),
D. B. Sinclair (Manager, Personnel and Employee Relations),
J. Forrester (Superintendent of Schools - Area One),
A. Stockwell (Superintendent of Schools - Area Three),
P. Gillie (Superintendent of Schools - Area Four),
S. Rogers (Administrative Secretary).

Guests: Linda Sproule-Jones, Affirmative Action Coordinator
Bonnie Robertson, Non-Union Clerical Association Representative
Linda Slade, Personnel Assistant.

Discussion of Presentations re Job Evaluation Plan

This meeting followed an in-camera meeting of the Personnel and Organization Committee. At the in-camera meeting, presentations were made from three firms, in response to the Board's tender for a formal job evaluation plan. The members were advised that nineteen bids were received.

Throughout the presentations, and during the discussion afterwards, it was pointed out that almost any job evaluation plan will satisfy the requirements of the legislation; however, the process by which the plans are implemented is a major factor.

Mr. Sinclair, in response to a request for his comments, stated in relation to the presentations from the three firms, it is clear the Board is comparing different proposals and different levels of service. He thought perhaps further negotiation, with the successful applicant, could be conducted around the Board's criteria and costs, but there was general agreement that further negotiation of that nature might contravene tendering restrictions.

The members then discussed, in detail, each proposal in relation to interpretation of the tender, level of service, process of implementation and cost, after which time the following action was taken:

Moved by Mr. Mulholland:

That the Board of Education for the City of Hamilton contract with the firm of Touche Ross, Management Consultants, for a job evaluation plan and consultant services, at a cost not to exceed $70,000, including expenses, without further Board approval.

CARRIED.

The meeting then adjourned,

READ AND CONFIRMED,

.....
Chairman.

fd

FEBRUARY, 1988.

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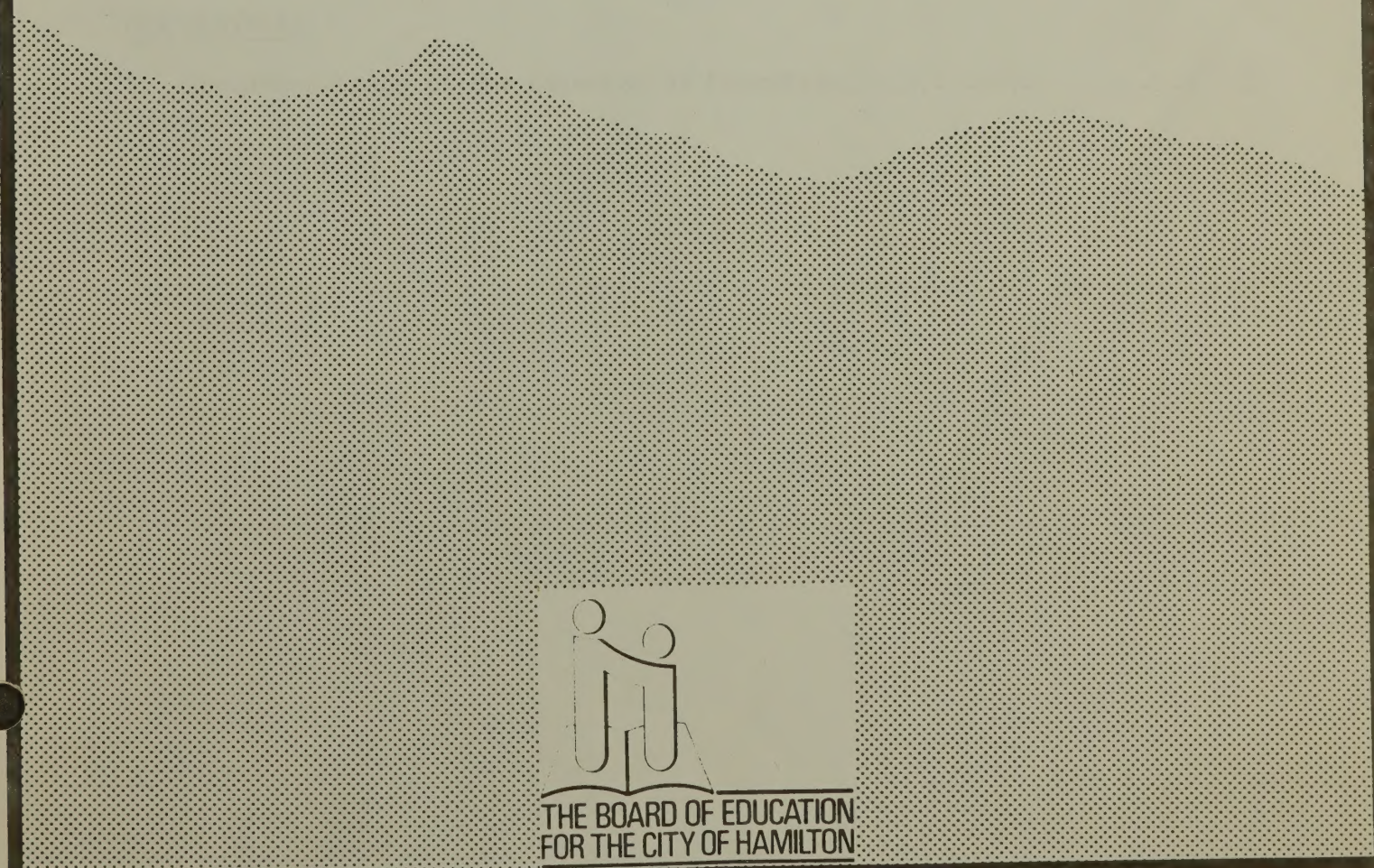
GOVERNMENT DOCUMENTS

PERSONNEL AND ORGANIZATION COMMITTEE



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

I N D E X

PERSONNEL AND ORGANIZATION COMMITTEE

1988 02 09

GENERAL

NEW BUSINESS: PAGE

1. Recommendations of the Director of Education..... 1
2. Procedures - Administrative Appointment 1

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education..... 2

MINUTES OF THE

PERSONNEL AND ORGANIZATION COMMITTEE

1988 02 09

Present: Mary Caye Clarke (Chairman);
Trustees Bell, Hicks, Mulholland, Paquin, Whiteman and Van Horne.

Also Present: Trustees Allen, Barker, Baskin, Cunningham, Deans, Desmarais, Detwiler, Kennedy, Lowe, McMurrich, Rogers and Vine.

Present: A. J. Krever (Director of Education and Secretary),
K. Rielly (Associate Director of Education),
J. Penner (Superintendent of Finance and Treasurer),
D. B. Sinclair (Manager, Personnel and Employee Relations),
C. McKague (Superintendent of Curriculum and Special Services),
P. Beveridge (Superintendent of Curriculum, Special and Educational Services [designate]),
J. Forrester (Superintendent of Schools - Area 1),
P. Gillie (Superintendent of Schools - Area 4),
D. Rothwell (Superintendent of Schools - Area 5),
S. Rogers (Administrative Secretary).

Moved by Mrs. Bell:

That the minutes of the last regular meeting, and special meeting of 1988 01 26, be approved as presented to the members.

CARRIED.

GENERAL

NEW BUSINESS:

Recommendations of the Director of Education

Mr. Krever commented all recommendations are in order.

Moved by Mrs. Bell:

That the recommendations of the Director of Education be approved.

Mrs. Vine asked why some retirement clauses are worded differently than others, and Mr. Krever explained it is because only teachers qualify for superannuation.

The question was called on the motion, and it was CARRIED.

Procedures - Administrative Appointment

Moved by Mrs. Van Horne:

That the Board of Education for the City of Hamilton advertise internally and externally for the replacement of the Director of Education and Secretary of the Board.

CARRIED.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Mrs. Bell:

That the recommendations of the Director of Education be approved.

CARRIED.

The meeting then adjourned,

READ AND CONFIRMED,

.....
Chairman.

fd

A G E N D A

PERSONNEL AND ORGANIZATION COMMITTEE

1988 02 09

Confirmation of the minutes of the last regular meeting, and special meeting of 1988 01 26.

GENERAL

NEW BUSINESS:

1. Recommendations of the Director of Education - attached **pages 1 Revised to 7**
2. Procedures - Administrative Appointment.

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education - attached **pages 8 to 9-A**

TO THE CHAIRMAN AND MEMBERS,
PERSONNEL AND ORGANIZATION COMMITTEE.
Board of Education,
Hamilton, Ontario.

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

(a) That the following clauses be referred to the 1988 Budget Review process:

(i) That the position of Safety Clerk - Personnel (Category B2 - maximum $375.00 per week), be increased from a part-time .5 position to a full-time position, effective 1988 05 01.

(ii) That the position of Caretaking Clerk - Buildings (Category B2 - maximum $375.00 per week), be increased from a part-time .5 position to a full time position, effective 1988 05 01.

(iii) That the position of Kit Services Clerk - Science (Kit Services), (Category A-B - maximum $360.00 per week), be established, as a 10-month position, effective 1988 05 01.

(b) That the resignations of the following Supervisors, who are retiring on superannuation, effective 1988 06 30, be accepted with regret, and that the Board's retirement gratuity be paid to each:

John Nugent (Visual Arts)
Jason Wong (History)

(c) That the resignation of Russell Patterson, Secondary School Foreman, for the purpose of retirement, be accepted with regret effective 1988 06 30, and that the Board's retirement gratuity be paid.

(d) That the resignations of the following persons, from the Caretaking and Maintenance Staff, for the purpose of retirement, be accepted with regret, effective as shown, and that the Board's retirement gratuity be paid to each:

George Davidson, 1988 05 27 (secondary)
Dick L. Vandermaarel, 1988 06 30 (secondary)
John Crawford, 1988 06 30 (secondary)
Arthur Pougher, 1988 06 30 (elementary)

(e) That the resignation of Lillian R. Macklem, Cleaning Staff, for the purpose of retirement, be accepted with regret effective 1988 06 30, and that the Board's retirement gratuity be paid. (elementary)

(f) That the resignation of Evelyn Curnew, Cleaning Staff, for the purpose of retirement, be accepted with regret effective 1988 01 21. (elementary)

(g) We regret to announce the death of Robert A. Patton, Caretaker, on 1988 02 01. (elementary)

Respectfully submitted,

A. J. Krever,
Director of Education
and Secretary.

ADDED RECOMMENDATION

1988 02 09.

GENERAL

(h) That the following vacation entitlement, which is enjoyed by other employee groups, be extended to the Administrative Staff, effective the 1988 vacation year:

5 weeks vacation after 19 years' service
6 weeks vacation after 25 years' service

Respectfully submitted,

A. J. Krever,
Director of Education
and Secretary.

1988 02 01

REQUEST

That the position of Kit Services Clerk - Science (Kit Services) (Category A-B - maximum $360.00 per week) be established, as a 10-month position, effective 1988 05 01.

RATIONALE IN SUPPORT OF A KIT SERVICES CLERK

For the past few years, temporary casual assistance has been required to assist our Science Technician (Mrs. Jean Currie) in providing adequate services to our elementary schools. Since 1982, this occasional assistance requirement increased steadily to the point where, by 1985, it was necessary to employ casual workers for five (5) days per week, every week, for the 10 month school year. This technical assistance has been required at the same level throughout 1986 and 1987. The following educational developments suggest that the extent of technical assistance required by our kit services is likely to remain high:

1. The recently developed Kindergarten science program ("Kindermucking") is being enthusiastically received by students, parents and teachers in pilot test schools ... implementation in all schools necessitates increased technical assistance.

2. A fully implemented Primary Environmental Studies program with hands-on, activity-based learning using consumable kits, tools, and equipment necessitates the maintenance of a high level of technical services.

3. Revisions of our Junior Science Core Units to bridge the primary to intermediate years with a new skill-building curriculum requires re-designing kit materials while maintaining service to the existing classrooms.

4. Requests for "mini-kits" for Special Education classrooms has increased significantly in the past two (2) years.

5. Recent Ministry initiatives for elementary school science programs is causing a review of the scope and sequence of science skills resulting in revised learning materials.

Since a trained, full-time employee would better meet the present demands required of our technical services, it is, therefore, requested that the position of Kit Services Clerk be established.

COST: $20,966 per annum
(salary + benefits)

$13,977 for 1988 (8 months)
(salary + benefits)

REVISED COSTS:

$17,472 per annum
(salary + benefits)

$10,483 for 1988 (6 months)
(salary + benefits)

ADDED RECOMMENDATIONS

1988 02 09

ELEMENTARY/SECONDARY

(v) That the following teachers be appointed to the Probationary Staff, effective 1988 02 22, with salary according to schedule:

Sophie Krausz (elementary)
Biruta Kwapisinski (elementary)

(w) That the following names be added to clause (a):

Mary Lindsay, 1988 01 20 to 1988 05 17 (elementary)
Diane Lumsden, 1988 02 29 to 1988 04 29 (elementary)
David O'Connor, 1988 01 06 to 1988 02 19 (elementary)
Margaret E. Plant, 1988 01 04 to 1988 02 03 (elementary)

(x) That the effective dates of the appointment of Charmain Sebestyen to the Occasional Staff, approved at the December, 1987 meeting, be changed to 1987 11 30 to 1988 04 05 (.5). (elementary)

(y) That the following teacher's name be added to clause (k):

H. Anne McFarlane, 1988 03 01 to 1988 06 27 (elementary)

MARCH, 1988.

PERSONNEL AND ORGANIZATION COMMITTEE

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1988

URBAN MUNICIPAL
MAR 16 1988
GOVERNMENT DOCUMENTS

THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

I N D E X

PERSONNEL AND ORGANIZATION COMMITTEE

1988 03 10

GENERAL

NEW BUSINESS:

1. Recommendations of the Director of Education 1

2. Search Procedures - Director of Education 2

3. Personnel Training Report 3

4. Human Resources Department 3

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education 9

2. Request re "Four Over Five" Plan - William D. Muirhead 9

3. Salaries - Supervisory Officers 9

MINUTES OF THE

PERSONNEL AND ORGANIZATION COMMITTEE

1988 03 10

Present: Mary Caye Clarke (Chairman);
Trustees Bell, Mulholland, Paquin, Whiteman and Van Horne.

Also Present: Trustees Barker, Baskin, Cunningham, Deans, Desmarais, Detwiler, Kennedy, Lowe, Rogers and Vine.

Not Present: Trustee Hicks.

Present: A. J. Krever (Director of Education and Secretary),
K. Rielly (Associate Director of Education),
J. Penner (Superintendent of Finance and Treasurer),
P. Shewfelt (Manager, Accounting and Budget),
D. B. Sinclair (Manager, Personnel and Employee Relations),
C. McKague (Superintendent of Curriculum and Special Services),
P. Beveridge (Superintendent of Curriculum, Special and Educational Services [designate]),
J. Forrester (Superintendent of Schools - Area 1),
P. Gillie (Superintendent of Schools - Area 4),
D. Rothwell (Superintendent of Schools - Area 5),
R. Lavoie (Superintendent of Schools - French as a First Language),
S. Rogers (Administrative Secretary).

Moved by Mr. Whiteman:

That the minutes of the last meeting be approved as presented to the members.

CARRIED.

Mrs. Clarke requested the item, Human Resources Department, be placed at the end of New Business, under General. The members agreed with this request.

GENERAL

NEW BUSINESS:

Recommendations of the Director of Education

Mr. Whiteman asked that clause (d) be handled separately, due to possible conflict of interest.

In going through the recommendations, Mrs. Van Horne noticed that some of the dates have already passed. Mr. Sinclair explained it is the practice that the officials offer employment subject to the approval by the Board at its next meeting. This is the standard practice and the officials would need direction if this is not appropriate.

Mrs. Van Horne recalled this happens the odd time, but there were seven or eight employees appointed in this regard.

Moved by Mr. Paquin:

That the following recommendations, with the exception of clause (d), of the Director of Education be approved as presented to the members.

Mrs. Lowe referred to clause (n) relating to the extension of Mr. Bohe's appointment. What is the explanation for this?

Mr. Krever noted the officials do not want to put a replacement for Mr. Bohe appointed until the Superintendent of Plant is in place. This is why the appointment has been postponed.

The motion was put to a vote and was CARRIED.

Moved by Mrs. Van Horne:

That clause (d) of the recommendations of the Director of Education be approved.

Due to possible conflict of interest, Mr. Whiteman did not debate nor vote on this item.

The motion was put to a vote and was CARRIED.

Search Procedures - Director of Education

Mrs. Clarke reminded the members that the position of Director of Education for this Board has been advertised. The Chair's Committee felt there should be a process in place to deal with this appointment that the Board is aware of and agrees to as well. The Chair's Committee developed this process for discussion.

The members were referred to the attached report. There are nine points outlined, and it is hoped that the members would deal with this.

Miss Detwiler asked why there are to be three interviews.

Mrs. Van Horne explained that this was put together in consultation with Mr. Krever. It was felt three interviews are needed for the hiring of a new Director of Education. Mrs. Van Horne did point out that the three interviews are somewhat different. The first interview would be for one-half hour with a written question. The second interview would be for 45 minutes with a change in format, and the final interview would be different in that it would be the full Board and there would be spontaneous questions with the interview being one hour in length.

Mrs. Barker referred to the advertisement, and she wondered if the number of years of experience or the type of experience would be factors.

Mrs. Clarke envisioned the Board would not be rigid with respect to the number of years of experience a person may have.

Moved by Mrs. Van Horne:

That the process for the search and appointment of the Director of Education for the Board of Education for the City of Hamilton be adopted (see attached).

CARRIED.

Personnel Training Report

Moved by Mr. Whiteman:

That the Personnel Training Report be received for information.

CARRIED.

Human Resources Department

The revised pages relative to the Human Resources Department were brought to the members' attention.

Presentations were made by Marguerite Edge, Linda Sproule-Jones, Bruce Sinclair, Paul Shewfelt and Keith Rielly with respect to the Human Resources Department.

Mr. Rielly commenced the presentation with the Image of the Department by using overheads. Mr. Rielly highlighted the report indicating the focus is on people and services, and that the most important resource is people. The Human Resources Department will be able to help all employees to become more productive, motivated and adaptive. There will be fairness, understanding and caring for people, the most important resource.

The role of the Superintendent of Human Resources is outlined in the attachment and these main functions were outlined by Mr. Rielly. Mr. Rielly reminded the members that the competency model has been before the members before. This is generic in nature in that these are the criteria for all Superintendents.

Page 2-D was brought to the attention of the committee by Mr. Desmarais. He asked how "excellence" will be "rewarded"?

Mr. Rielly agreed many people think of rewards only as monetary, but research shows that it is not as important as some other rewards. For example, a letter of congratulations or commendation, as well as recognition for a job well done. These are more important rather than talking about extra pay.

The Branch Services on Page 2-H were reviewed by Mr. Sinclair. Most of these services have been provided by the

existing Personnel Department, and this is a new specialized Human Resources Department with the goal to provide better services to the Board, the staff and to the employees. He recalled the Consultants' report contained a large section that dealt with the new vision and the ideal role for the Human Resources Department. The consultants also concluded that the present staffing resources are insufficient to fulfill the role. It will be proposed that additional staff members, including a collective bargaining analyst, be added, because of the diversity of the Board's employees and the fact that the Board is heavily unionized. The Board has 3,000 employees represented by bargaining units, and there are now eight bargaining units. There should be more time and attention given to the management in relationships with the unions and the employees. Mr. Sinclair hoped there would be serious consideration given to adequate resources in the collective bargaining field, which is now done with the Manager and one analyst.

The Board has a payroll of 3,700 regular employees, plus 2,000 casual staff, yet there is not one administrative employee assigned to give leadership and support to that function.

Mr. Sinclair reminded the members of the initiatives now being taken on pay equity. There is a lot of work that will have to be done to integrate the work into an on-going administration, and the Administrator of Salary and Benefits is needed. What other employer of this size would not have a full-time salary and benefits administrator? Mr. Sinclair urged consideration be given to this proposal.

Miss Detwiler remarked on the increase in the work in this Department. She recalled when there was only two teacher federations, but this is an area where the work has increased an enormous amount. There is a lot of work and responsibility in this department.

Mr. Mulholland agreed the work has increased, but the number of employees has decreased. The system is shrinking, but the responsibilities have expanded.

Mr. Kennedy agreed there is a decrease in the number of students, but the Unions have demanded a great deal more in the last twenty years.

Mrs. Baskin referred to the costing pages, 2-I and 2-M. The Implementation Committee has been working for months, yet the trustees are seeing this package for the first time this evening. Mrs. Baskin made comparisons to the package mailed to the trustees, and the document in the front of them this evening.

Mrs. Baskin expressed her objection on the amount of money this will cost.

To ensure excellence in the classroom, Mr. Rielly felt the Board must ensure quality people in the classroom and all the other functions in the Board. This is the responsibility of the staffing department and what is proposed is an integrated staffing model to include all employees.

Mr. Kennedy asked about page 2-M, and which of these are the new positions. Mr. Rielly replied it is a combination of both.

When Mrs. Deans asked about the changes in the two documents, Mr. Rielly explained it is an attempt to clarify the difference between functions and individual positions.

Marguerite Edge then spoke to the section on Staff Development. The Staff Development unit looks at increasing skill development for employees to be more effective. She felt it is the key to make the re-organization work. The planning needs were highlighted by Ms. Edge. Of particular importance are team-building, goal-setting and long range planning in the area offices.

Miss Detwiler questioned the area of retirement planning as shown on Page 2-J. Ms. Edge explained this is an example of a programme presently being developed for people planning to retire. There is counselling on the benefits and long range financial planning.

Ms. Sproule-Jones then referred to Page 2-K relating to Professional Development Programs. All areas are consistent in the philosophy and image of the new Human Resources Department. Work place equity relates to access and removal of barriers to equal opportunity. While there are benefits to the individuals, there are also benefits to the organization when the employee is reaching his or her fullest potential. There is a primary emphasis on the selection procedures, whereby interviewers would have a good understanding of the procedures that are to be followed in the de-centralized system. There is also a safety valve to channel employee concerns. Employee information is another crucial factor.

Mr. Kennedy asked since the Board is totally unionized, where does pay equity fit in, since there are pay structures and categories.

Ms. Sproule-Jones replied the job evaluation system tries to get a measure of all jobs in the system and assesses them so the organization will have a good sense of the rating. The pay scale is then applied and this is negotiated between the Union and the Employer.

Miss Cunningham asked what the person will do once the facts have been considered and the job equity is complete.

Ms. Sproule-Jones indicated this is a two year project by legislation but with grievances and implementation, it is expected the position will carry on for a longer period of time. There is maintenance with the job descriptions in order that they do not get out of line.

Miss Cunningham had concerns that all of these people are going to be needed, but Mr. Sinclair pointed out the work will not be finished by January 1990. There will be appeals and working out the wrinkles. Mr. Sinclair saw the position will be needed as this is a massive difference in the way things have been done in the past. Mr. Sinclair did agree that eventually the position will disappear and become part of the regular administration of salary and benefits but the resources will be needed for on-going administration. Job descriptions must be kept up-to-date.

Miss Cunningham did not want to build in jobs that never end.

On the Pay Equity, Mr. Whiteman asked if there is a chance that a salary may decrease.

To achieve pay equity, Mr. Sinclair replied wage reduction is not permitted, but there is a provision to red-circle or freeze a salary level that is out of place, and then hold it until the new classification level catches up. This would require negotiations and it would be a Board decision.

Mr. Whiteman questioned the use of the term "pay equity" in that the pay should be allowed to increase or decrease.

The next portion of the document related to Additional Department Personnel. A costing sheet was also reviewed for the members. Mr. Rielly emphasized that asterisks appear on this costing sheet, and these positions would be required to address the present and future concerns in this department, regardless of the consultants' report.

Mrs. Deans requested that a "before" and "after" chart with costings be prepared to show the current structure in the Personnel Department, and the proposed structure in the Human Resources Department, with a comparison of current positions and proposed positions. She felt this would make it easier to relate.

Mrs. Lowe understood the staffing officer will be new. Who is doing this now?

In this particular case, Mr. Rielly noted there is a person doing this now, but without question, it is important to do

this job and another person is needed. There are great difficulties to stay ahead of the present demands on placement, interviewing and providing feedback.

Mrs. Lowe wanted justification for five new positions and had concerns on considering this package this evening.

In an attempt to match up positions, Mr. Desmarais was referred to Page 2-P, which are the new positions.

Mr. Shewfelt pointed out the current staff complement of 16.5 positions performing the functions. The proposal of 2-P indicates a model requiring 11.5 positions to bring this up to 28 positions. With the re-allocations, there are some positions that are currently in place; i.e., Lunchroom Co-ordinator, Health and Safety Supervisor, Affirmative Action Co-ordinator, etc., and they would re-allocated into the model. The positions, with the exception of the Superintendent, on Page 2-P would be added to the current positions.

Mrs. Deans suggested the current structure with the employees' names be submitted to the trustees on the confidential green sheets.

It was agreed this document would be supplied.

In reply to Miss Cunningham's inquiry, Mr. Rielly referred to point number six on Page 2-P whereby all these positions, with the exception of the Superintendent's position, would be requested, even if there was no re-organization.

Page 2-Q outlining the recommendations were then reviewed by Mr. Rielly. With respect to clause 4 and the staff appointments, Mr. Rielly referred to "subject to budget approval". These positions would be put in place over the next year and a half.

When Mr. Whiteman asked if the proposed salaries are in the budget, Mr. Rielly replied the salary for the Superintendent is in the budget, but the other positions have not been included.

Moved by Mr. Mulholland:

That the Board adopt the "Image of the Human Resources Department" as presented to the members.

CARRIED.

Moved by Mrs. Van Horne:

That the Board adopt the role description and competencies for the Superintendent of Human Resources.

Mrs. Bell could see that there are some obvious questions to be clarified. The positions can be passed after the whole picture of the department is available.

Mr. Kennedy said there seems to be stalling as this Department has to get organized.

Moved by Mr. Mulholland:

That the clause, "That the Board adopt the role description and competencies for the Superintendent of Human Resources" be tabled.

LOST.

Mrs. Van Horne indicated that it was her hope the recommendations would be passed this evening. The new positions are being recommended for referral to the Budget Review Committee, and it would mean putting the amount of money in the budget, and allowing the trustees time to go through this thoroughly and have questions formulated for the budget review process.

Canon Rogers also supported the recommendations. He referred to the fact that 80% of the Board's budget is spent on salaries. The Board is the third largest employer in the City, and the Board has to take into consideration the most important role the Board places with Human Resources. He felt the Department has been short-changed, and this may put the Board in the position of having problems with communications and professional development. While there will be motions to bring the budget down, it is not in the best interests of the Board to deprive this department of the necessary people. In looking at the re-organization, this is the most important part of it. The department has to be updated to serve the needs of the employees. Without an efficient human resources department, the Board cannot function in the way it wants.

Mrs. Vine remarked the goal is not to make the staff happy but to do good things for the system. She suggested this be delayed for a week in order for the members to consider the document properly.

Mrs. Bell has always supported the re-organization of the Human Resources Department, but she objected to voting on things that still have questions. She wanted to see the total picture and where the current employees fit in.

Moved by Mrs. Van Horne:

That recommendations 2, 3, and 4 as outlined on Page 2-Q be referred to a special "in-camera" meeting of the Personnel and Organization Committee meeting to be held on Thursday, 1988 03 17 at 18:00 hours, prior to the regular meeting of the Board.

CARRIED.

Respecting Mrs. Deans' request on the "before" and "after" report on the Personnel Department, it was agreed this information would be delivered to the trustees prior to the meeting next week.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Mrs. Bell:

That the following recommendations of the Director of Education be approved as presented to the members. (see attached)

CARRIED.

Request re "Four Over Five" Plan - William D. Muirhead

Moved by Mrs. Bell:

That approval be granted for the request of William D. Muirhead for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") for the second semester of the 1989-1990 school year, effective 1990 02 01 to 1990 06 30, subject to the 1987-88 Secondary School Collective Agreement.

CARRIED.

Salaries - Supervisory Officers

The following was adopted at an in-camera session.

Moved by Mrs. Deans:

That the meeting continue beyond 11:00 p.m.

CARRIED.

Moved by Mrs. Van Horne:

That the following salary schedule be adopted, effective as shown:

Assistant Superintendent (effective 1988 01 01)	$72,637
Superintendent (effective 1988 01 01)	$80,050
Associate Director (effective 1987 07 01)	$87,942
Director (effective 1987 07 01)	$94,334

CARRIED.

The meeting then adjourned,

READ AND CONFIRMED,

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CHAIRMAN

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APRIL, 1988.

PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL
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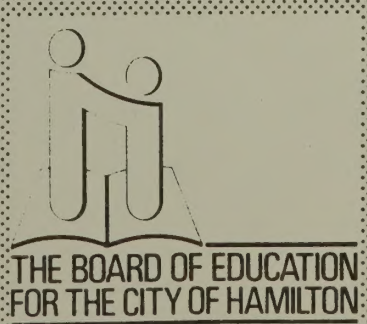
GOVERNMENT DOCUMENTS



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

I N D E X

PERSONNEL AND ORGANIZATION COMMITTEE

1988 04 14

Confirmation of the minutes of the last regular meeting.

GENERAL

NEW BUSINESS:

1. Recommendations of the Director of Education - 1
2. Report of the Affirmative Action Committee - 2
3. Re-Organization of the Finance Department - 3
4. Assistant Superintendent of Special Services - Role Description and Job Competencies - 6
5. The Metropolitan Toronto School Board Motion re Bill 70 - Continuing Education Teachers - 7
6. Assistant Superintendent of Staffing 9
7. Proposed Re-organization of Curriculum and Special Services . . 9

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education - 9

MINUTES OF THE

PERSONNEL AND ORGANIZATION COMMITTEE

1988 04 14

Present: Mary Caye Clarke (Chairman);
Trustees Bell, Hicks, Mulholland, Paquin and Van Horne.

Also Present: Trustees Allen, Baskin, Cunningham, Detwiler, Kennedy, Lowe, Rogers and Vine.

Not Present: Trustee Whiteman.

Present: A. J. Krever (Director of Education and Secretary),
K. Rielly (Associate Director of Education),
J. Penner (Superintendent of Finance and Treasurer),
P. Shewfelt (Manager, Accounting and Budget),
D. B. Sinclair (Manager, Personnel and Employee Relations),
C. McKague (Superintendent of Curriculum and Special Services),
P. Beveridge (Superintendent of Curriculum, Special and Educational Services [designate]),
F. Kelly (Superintendent of Schools - Area 2),
P. Gillie (Superintendent of Schools - Area 4),
D. Rothwell (Superintendent of Schools - Area 5),
G. Rappolt (Assistant Superintendent of Curriculum),
S. Rogers (Administrative Secretary).

The members were apprised of Education Week, April 17th-23rd, with the official opening at Limeridge Mall on April 18th.

Moved by Mr. Mulholland:

That the minutes of the last meeting be approved as presented to the members.

CARRIED.

GENERAL

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Mr. Paquin:

That the recommendations of the Director of Education be approved as presented to the members:

The members were referred to the deletion of clause (n).

Mr. Krever drew the members' attention to item (h) dealing with an exchange between Christine McCulloch from our Board and Edward Wiens from the Halton Board. This exchange will place Mrs. McCulloch as a vice principal at the Halton Board, and Mr. Wiens as a special education consultant at this Board. Mr Krever announced there are two other exchanges in the planning.

Mrs. Van Horne referred to clause (q), and the date of April 1st. Would this be something that is done retroactively pending approval of the Board. Mr. Sinclair replied that no action will be taken until the Board considers the matter, and if it is approved, the payment will be retroactive to April 1st.

Reference was made to clause (s) on the SEED programme by Mr. Hicks, and he wondered if there is subsidization from the Board.

In explanation, Mr. Sinclair noted that one of the students will be for pay equity and the other will be for safety and health in conjunction with developing a list of hazardous chemicals in the work place. They are looking for university or community college students. The programme only pays the minimum wage so to contract the appropriate students, Mr. Sinclair felt the Board must subsidize to a higher hourly rate.

In noting clause (k), Miss Cunningham voiced her concerns on this change in category. Miss Cunningham thought the jobs did not need a change at this time as the work load should have lessened.

Mrs. Clarke maintained these positions will be reviewed with pay equity, and will be brought back to the members.

Mr. Mulholland wanted to make particular mention of clause (b) respecting Mr. Penner's resignation due to retirement. He stated appropriate comments will be made at the Board meeting.

The motion was then put to a vote and was CARRIED.

Report of the Affirmative Action Committee

As Chairman of the Committee, Miss Cunningham remarked these programmes have been presented in the past, and are considered to be beneficial.

Moved by Mrs. Van Horne:

That the following report of the Affirmative Action Committee be approved:

(a) That the Board of Education for the City of Hamilton apply to the Ministry of Education for the 1988 grant under the Affirmative Action/Employment Equity Incentive Fund.

(b) That the Board of Education for the City of Hamilton apply to the Ministry of Education for the grant - Summer Experience '88 - Affirmative Action in School Boards program, at no cost to the Board.

Mrs. Vine referred to the position of the Affirmative Action co-ordinator, and the extension of this position.

Mr. Krever replied the Ministry of Education will allow a third grant and the Board will apply for that grant. As for the position being in place for another year, Mr. Krever will be bringing the entire package regarding this to the next meeting of the Affirmative Action Committee.

The motion was then put to a vote and was CARRIED.

Re-Organization of the Finance Department

In conjunction with the re-organization, Mr. Rielly indicated that Mr. Penner has worked with his Department, the Transition Management Team and Senior Management to look at the various changes. He called on Mr. Penner to highlight his report.

Mr. Penner referred to the document, and he noted the main point is more attention will have to be paid to controllership. The Controller's role is brought here whereby in the absence of the Superintendent of Finance, this person will be in charge of the Finance Department to ensure the functions will be carried out. There are also other areas outlined on Page 11 pertaining to functions that should not be part of the Finance Department and vice versa. Mr. Penner indicated these areas are still under review.

Page 12 of the report shows a proposal on the departmental responsibilities. The Budget Department is in existence with a change where the Budget Manager will report to the Superintendent. He did not see any changes with this department except in the reporting.

In the Purchasing Department, there is the Purchasing Agent, and titles are proposed for change to clearly demonstrate the jobs. There is no intent to change the department, and while some functions may be added, this is not proposed at this time.

With Special Projects and Audit, Mr. Penner gave an example where if there are new programmes or a new financial system to be put in place, this area would look after such projects. Costings going to the Board would come from this department.

Page 13 shows the titles for the proposed finance department structure. Mr. Penner noted that all managers, except the Transportation Supervisor, would constitute a "Finance Committee".

Pages 14 and 15 lists all the staff members, and the proposal shows one additional staff member. Mr. Penner emphasized this addition is not as a result of the re-organization, but because of need. There is currently a

secondment from the Accounting Department to deal with assessment and Bill 30, and the Board cannot afford to give up this position.

In conclusion, Mr. Penner remarked this is a report on re-organization, and it is not a report on staff needs which may be presented at another time.

The members were directed to the recommendations shown on Page 16.

Miss Detwiler recalled the role of the Assessment Supervisor whereby a number of students whose parents do not pay public school support are in our schools, and the tracking of these students is done through this person in conjunction with the principals of the schools. Mr. Penner agreed we have to keep track of these students and this is done through the Assessment Supervisor currently on secondment - Mr. Daryl Sage.

Further to this, Mr. Penner indicated that in-service sessions are undertaken with principals so they know what procedures to follow. This will ensure the monies will come to this Board.

In response to Mrs. Van Horne's inquiry, Mr. Penner noted Mr. Molineux had this responsibility prior to his retirement, but the situation is entirely different now with Bill 30. There is a great deal of money involved.

Mr. Mulholland voiced his concerns that the title should reflect the position, and not Superintendent. He expressed his concerns on the transfer of Trustee Services to the Director's office, as he believed this is a business-oriented function.

Mr. Penner pointed out that these sections are here this evening for information only (as shown on Page 11).

Mrs. Van Horne understood there are two types of Supervisory Officers' papers - the academic and the business papers.

Mr. Krever replied this is correct. An "academic" could not fill this business position. This person would have to have the Supervisory Officer's papers plus a business background.

Mr. Mulholland's point is that if there is an interview for a Manager who is going to set the budget, and if the position is advertised, Mr. Mulholland would like to go to the business community and pull an accountant from the business sector. This relates to his concern on the title and this commands a different type of person.

Moved by Mrs. Van Horne:

That the Image of the Finance Department be adopted.

CARRIED.

Moved by Mr. Paquin:

That the role description and competency model for the Superintendent of Finance be adopted.

CARRIED.

Reference was made by Mr. Hicks on the salary range for Controller, as compared to Deputy Business Administrator.

Mr. Penner noted the position of Deputy Business Administrator was not at the level of the Assistant Superintendent, and it was agreed that it should be at that level.

Mr. Hicks also noted the Assistant Purchasing Manager and Assistant, Special Projects and Audit have been established at the same salary rate.

Mr. Penner believed these are the categories that should be in place for these proposed positions. Mr. Penner assured the committee members that any change will be brought back.

When Mrs. Van Horne asked if all of these positions, with the exception of the Superintendent, will be evaluated under pay equity, Mr. Sinclair replied that, at the moment, all positions below Supervisory Officer will be part of the job evaluation plan.

Mrs. Baskin voiced her concern on the number of positions with pay increases.

Moved by Mr. Hicks:

That the proposed organization structure and department responsibilities for the Finance Department be approved as presented.

CARRIED.

Moved by Mrs. Van Horne:

That the position of Controller be established.

CARRIED.

Moved by Mr. Paquin:

That the salary of Controller be equivalent to the Assistant Superintendent.

CARRIED.

Moved by Mr. Hicks:

That the Superintendent of Finance be authorized to proceed with implementation of the reorganization.

CARRIED.

Assistant Superintendent of Special Services - Role Description and Job Competencies

In the re-organization, Mr. Rielly reminded the members of the remaining position of Assistant Superintendent of Special Services. This has been reviewed and discussed with Senior Management. Mr. Rielly called on Mr. Beveridge to speak to the role and the image of the department.

Mr. Beveridge first referred to the goals and philosophy of the department. This position will be responsible for special services and supplementary and supportive services of the curriculum and programme area for atypical learners. The role was then reviewed. One particular part of the Assistant Superintendent's role is to work with outside agencies in the City.

With respect to Bill 82 and the annual reporting, Mr. Beveridge commented the Ministry of Education is getting to the point where Ministry personnel may be sent out to look at the Board programmes. The Assistant Superintendent would work closely with these people.

The recommendations on Page 25 were then reviewed.

Mr. Kennedy asked about the review phase for the special education programmes. Are progress reports sent to the Ministry?

Mr. Beveridge reminded the members of the recent approval of the Fifth Annual Review. It is now ready to be forwarded to the Ministry. There is also correspondence exchanged in this regard.

Moved by Mrs. Van Horne:

(a) That the Image of the Special Services Department be adopted.

(b) That the role description for Assistant Superintendent of Special Services be adopted.

(c) That the Board take action to post for the position of Assistant Superintendent of Special Services with interviews by the Personnel and Organization Committee and appointment by the Board to take place as soon as possible.

CARRIED.

The Metropolitan Toronto School Board Motion re Bill 70 - Continuing Education Teachers

Bill 70 was explained by Mr. Sinclair. This Bill defines Continuing Education teachers and the contracts for such teachers. In giving some background, the Supreme Court ruled that Continuing Education teachers were teachers as defined under the Education Act, and could thereby be put on contract, and that they are Bill 100 teachers to be represented by Branch Affiliates for bargaining purposes. The Ministry and school boards are concerned on the implications of the ruling and are seeking amendments. As a result Bill 70 came about and it had its first reading in December. Bill 70 provides for a third form of contract and it has different terms which are more suitable, under which these teachers are employed.

Bill 70 does not disturb the relationship in that they would be Bill 100 teachers and subject to bargaining with regular day school teachers, but when Bill 70 surfaced, the O.T.F. voiced concerns on the aspects on the provisions. What would happen with teachers who may have cross-over duties?

The Ministry has heard the concerns and it has proposed amendments which have now come forward. It would not be appropriate to have two contracts at the same time, and there are concerns on amendments six and seven which relate to the extension of contracts into summer and evening school programmes.

The Metropolitan Toronto School Board is looking for support to petition the Ministry of Education for a review in the collective bargaining relationship and to provide for a clear separation of the contracts.

Miss Detwiler called attention to the implications mentioned by the Metropolitan Toronto School Board, particularly that the costs would triple.

In response to Mr. Kennedy's question on evening school class sizes, and the students' costs, Mr. Krever replied the Board establishes minimum class sizes for continuing education. Credit courses are offered free of charge, and there is a charge for interest courses only.

Mr. Kennedy wondered if the Branch Affiliate could negotiate class sizes for evening classes, and Mr. Krever replied this is one of the implications of the Bill. At present, they cannot do this.

Mr. Mulholland gave an example of a qualified teacher who teaches his or her day-time subject at evening school. This teacher would earn, for example, $60,000 per year, yet when the teacher teaches at night school, the hourly rate is not pro-rated. He agreed this is far-fetched, but the Board has to be fair as well.

Mr. Krever maintained the workload of a day time teacher is not the same as a continuing education teacher, since the responsibilities during the day include other activities. The two jobs are not equated.

Further to Mr. Mulholland's question on the grant rate, Mr. Krever replied the rate of $1900 has just been changed but it is still not enough.

Mr. Mulholland suggested the rate of grant should be challenged instead of trying to undermine the labour market.

Mrs. Clarke advised the members that A.L.S.B.O. has done research on this, and it is lobbying the government on this issue.

In response to Mr. Allen's inquiry, Mr. Krever pointed out that Bill 70 applies to summer school as well. This Bill could raise the cost of summer school significantly.

Miss Detwiler agreed the work load is different, but Miss Detwiler recalled the Board supported an increase of up to $3,000. Mr. Krever agreed a study was supported, and a recommendation out of it was the rate be increased to $3,000.

Moved by Mrs. Van Horne:

That the Board of Education for the City of Hamilton support the resolution from the Metropolitan Toronto School Board on its stand on Bill 70 relating to Continuing Education Teachers.

Mrs. Van Horne shared some of Mr. Mulholland's concerns, but the fact is that as the Bill stands now, it is unreasonable. Both points of view should be taken whereby if the Government goes with this Bill, then there should be an increase in grant funding. The taxpayers will not be able to support this, and if this is taken from both angles, the Board may be successful with one.

The motion was then put to a vote and was CARRIED.

The following items were considered at an in-camera session.

Moved by Mrs. Van Horne:

That Ronald Kennedy be appointed to the position of Assistant Superintendent of Staffing (Human Resources) on a three year, non-renewable term contract, and that the functions of the position be re-evaluated at that time.

CARRIED.

Moved by Mrs. Van Horne:

That the Proposed Re-organization of Curriculum and Special Services be approved for implementation, effective September 1988.

Moved in amendment by Mrs. Bell:

That no action be taken on the position of Principal, Continuing Education, at this time.

LOST.

The original motion was then put to a vote and was CARRIED.

ELEMENTARY/SECONDARY

Recommendations of the Director of Education

Moved by Mrs. Van Horne:

That the recommendations of the Director of Education be approved as presented to the members.

CARRIED.

The meeting then adjourned,

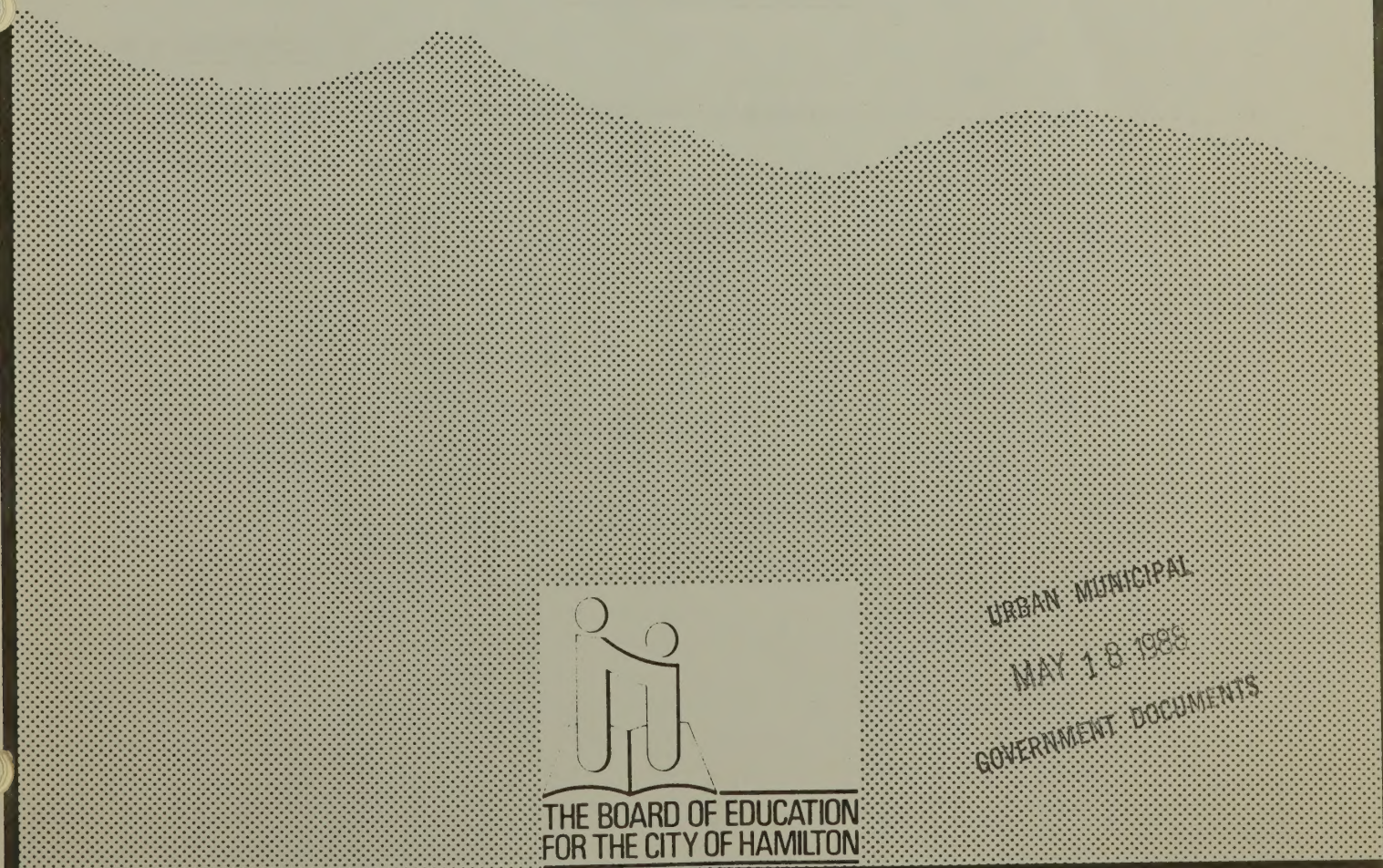
READ AND CONFIRMED,

.....
Chairman

je

MAY, 1988.

PERSONNEL AND ORGANIZATION COMMITTEE



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

URBAN MUNICIPAL
MAY 18 1988
GOVERNMENT DOCUMENTS

I N D E X

PERSONNEL AND ORGANIZATION COMMITTEE

1988 05 10

GENERAL

NEW BUSINESS: PAGE

1. Recommendations of the Director of Education..... 1

2. Personnel Training Report 2

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education..... 2

2. Requests re "Four Over Five" Plan 2

MINUTES OF THE

PERSONNEL AND ORGANIZATION COMMITTEE

1988 05 10

Present: Mary Caye Clarke (Chairman);
Trustees Mulholland, Paquin, Whiteman and Van Horne.

Not Present: Trustees Bell and Hicks.

Also Present: Trustees Barker, Baskin, Cunningham, Deans, Desmarais, Detwiler, Kennedy, Lowe, McMurrich and Vine.

Present: A. J. Krever (Director of Education and Secretary),
K. Rielly (Associate Director of Education),
J. Penner (Superintendent of Finance and Treasurer),
D. B. Sinclair (Manager, Personnel and Employee Relations),
C. McKague (Superintendent of Curriculum and Special Services),
P. Beveridge (Superintendent of Curriculum, Special and Educational Services [designate]),
J. Forrester (Superintendent of Schools - Area 1),
F. Kelly (Superintendent of Schools - Area 2),
A. Stockwell (Superintendent of Schools - Area 3),
P. Gillie (Superintendent of Schools - Area 4),
D. Rothwell (Superintendent of Schools - Area 5),
R. Lavoie (Superintendent of Schools - French-As-A-First-Language),
R. Orlando (Superintendent of Plant),
G. Rappolt (Assistant Superintendent of Curriculum),
S. Rogers (Administrative Secretary).

Prior to commencement of agenda items, Mr. Kennedy announced the amalgamation of NOSTA and OPSTA with ALSBO in order to form one association, OPSBA (Ontario Public School Boards' Association), effective 1989 01 01.

Moved by Mr. Paquin:

That the minutes of the last meeting be approved as presented to the members.

CARRIED.

GENERAL

NEW BUSINESS:

Recommendations of the Director of Education

√ Moved by Mr. Whiteman:

That the recommendations of the Director of Education be approved as presented to the members.

Mrs. Van Horne remarked, with respect to resignations or retirements, it is always sad when staff leave. She then drew the members' attention to clause (c), the resignation of Joan Edworthy. Mrs. Van Horne commented the Trustees have benefited from Miss Edworthy's expertise and wonderful capabilities throughout her time with the Board.

The question was called on the motion, and it was CARRIED.

The following action was taken at the in-camera session of the Personnel and Organization Committee meeting, prior to the public portion of the meeting:

Moved by Mrs. Van Horne:

That Murray Kilby be appointed to the position of Acting Principal of Continuing Education, effective 1988 09 01, with salary according to schedule.

CARRIED.

Moved by Mrs. Van Horne:

That Paul Shewfelt be appointed to the position of Controller, effective 1988 05 20, with salary according to schedule.

CARRIED.

Personnel Training Report

Moved by Mr. Whiteman:

That the Personnel Training Report be received as presented.

CARRIED.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Mr. Whiteman:

That the recommendations of the Director of Education be approved as presented to the members.

CARRIED.

The following action was taken at the in-camera session:

Moved by Mrs. Van Horne:

That the recommendations of the Director of Education be approved as presented to the members (pertaining to Principal and Vice-Principal appointments).

CARRIED.

Requests re "Four Over Five" Plan

Moved by Mr. Whiteman:

That the requests regarding the "Four Over Five" Plan be approved.

CARRIED.

The meeting then adjourned,

READ AND CONFIRMED,

.....
Chairman.

fd

MINUTES

MINUTES OF THE

JUNE, 1988.

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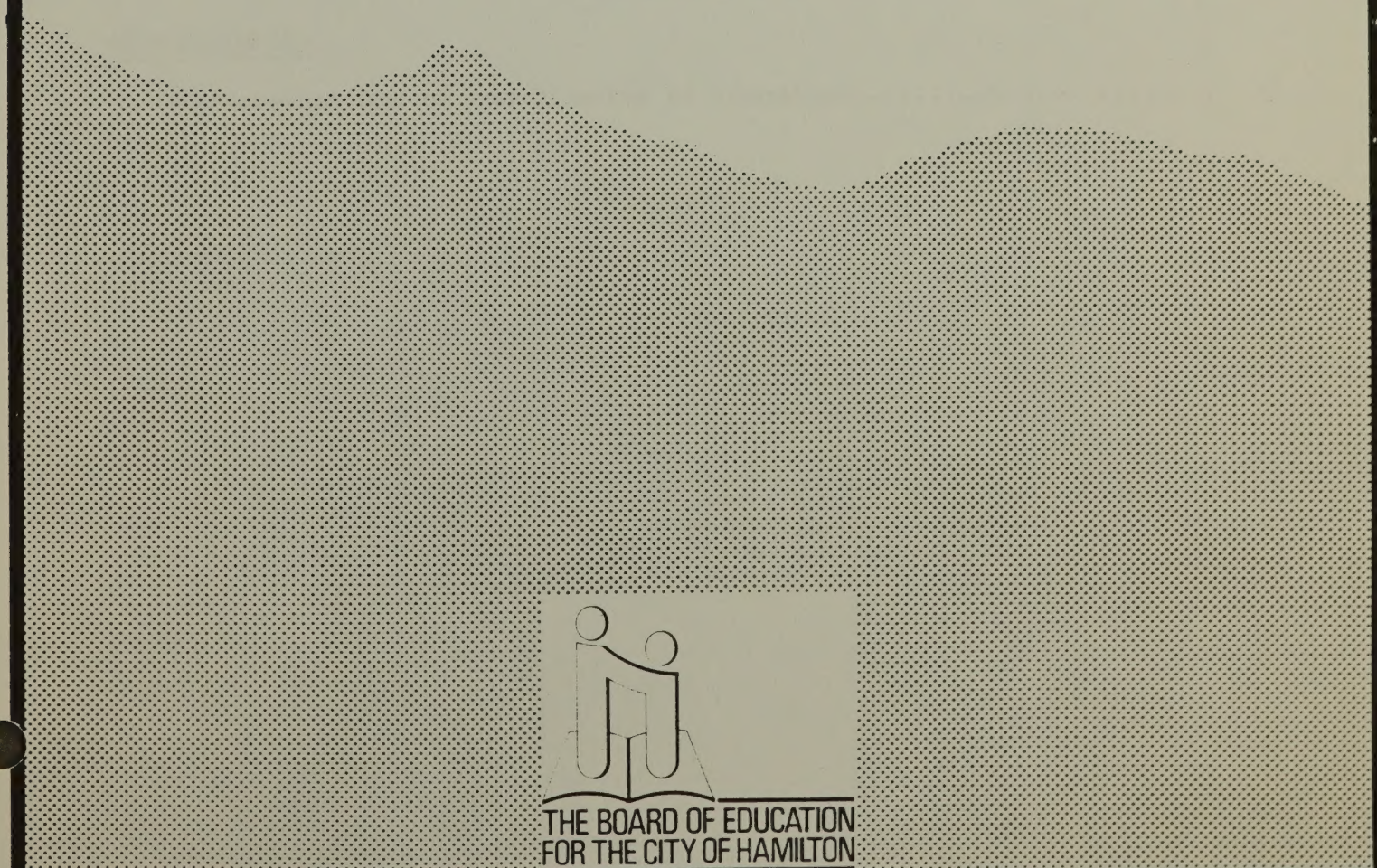
1988
URBAN MUNICIPAL
JUN 23 1988
GOVERNMENT DOCUMENTS

PERSONNEL AND ORGANIZATION COMMITTEE



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

I N D E X

PERSONNEL AND ORGANIZATION COMMITTEE

1988 06 09

GENERAL

NEW BUSINESS: PAGE

1. Recommendations of the Director of Education..... 1

2. Report of the Affirmative Action Committee 2

3. July Meeting Date 3

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education..... 3

MINUTES OF THE

PERSONNEL AND ORGANIZATION COMMITTEE

1988 06 09

Present: Mary Caye Clarke (Chairman);
Trustees Bell, Hicks, Mulholland, Paquin and Van Horne.

Not Present: Trustee Whiteman.

Also Present: Trustees Allen, Barker, Baskin, Deans, Desmarais, Detwiler, Kennedy, Lowe, McMurrich and Rogers.

Officials Present:
A. J. Krever (Director of Education and Secretary),
K. Rielly (Associate Director of Education),
J. Penner (Superintendent of Finance and Treasurer),
D. B. Sinclair (Manager, Personnel and Employee Relations),
C. McKague (Superintendent of Curriculum and Special Services),
P. Beveridge (Superintendent of Curriculum, Special and Educational Services [designate]),
F. Kelly (Superintendent of Schools - Area 2),
A. Stockwell (Superintendent of Schools - Area 3),
P. Gillie (Superintendent of Schools - Area 4),
D. Rothwell (Superintendent of Schools - Area 5),
G. Rappolt (Assistant Superintendent of Curriculum),
S. Rogers (Administrative Secretary).

Moved by Mr. Hicks:

That the minutes of the last regular meeting, and special meeting of 1988 05 19, be approved as presented to the members.

CARRIED.

GENERAL

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Mrs. Van Horne:

That the recommendations of the Director of Education be approved as presented.

Mr. Hicks asked for the rationale for the creation of a new position, Transportation Assistant [clause (e)]. He wondered if it related to an increased workload within the department.

Mr. Penner agreed increased workload relating to a larger number of students being transported does have a bearing on this recommendation. He explained there are other factors which have made an impact, including:

- aspects of transportation have changed over the last two years; for example, there are more and smaller vehicles used to transport TMR (Trainable Mentally Retarded) students to integrated classes

- because of the increased and varied nature of transportation, a great deal more work is involved in terms of administration and financial management

- additional administration has been required because transportation monitors and carriers must be in-serviced several times throughout the school year (this is now part of the Board's policy)

- the "attitude" of parents and schools towards transportation has changed - they expect more service, and feel transportation is a right. This creates more work in terms of contacts with staff, communities and carriers.

The question was called on the motion and it was CARRIED.

The following action was taken at an in-camera session following the public portion of the Personnel and Organization Committee meeting:

√ Moved by Mr. Hicks:

That Joseph Yurkiw be appointed to the position of Assistant Superintendent of Special Services, effective 1988 09 01, for a five year term renewable, with salary according to schedule.

CARRIED.

√ Moved by Mrs. Bell:

That the following recommendations of the Director of Education be approved:

(a) That John Henry be appointed to the position of Co-ordinator (Science), on an acting basis, effective 1988 09 01, with terms and conditions of employment subject to the Collective Agreement with the appropriate Branch Affiliate, with salary according to schedule.

(b) That Robert Chapman be appointed to the position of Co-ordinator (Physical and Health Education), on an acting basis, effective 1988 09 01, with terms and conditions of employment subject to the Collective Agreement with the appropriate Branch Affiliate, with salary according to schedule.

CARRIED.

Report of the Affirmative Action Committee

√ Moved by Mrs. Van Horne:

That the following report of the Affirmative Action Committee be approved:

(Note: this clause was discussed at the in-camera session)

That Linda Sproule-Jones be re-appointed to the position of Affirmative Action Co-ordinator, for a two year term, effective 1988 09 01 to 1990 08 31. The salary shall be established at the third step for the Administrative Salary range (Category 11), $36,828 per annum.

CARRIED.

Mr. Kennedy remarked a great deal of work has been done with respect to Affirmative Action, but there is still quite a bit to do.

√Moved by Mr. Hicks:

That the following report of the Affirmative Action Committee be approved:

(a) That the directions identified in the Affirmative Action Status Report for May, 1988, be endorsed, that evaluations be provided on an on-going basis, and that specific recommendations be brought forward as appropriate.

CARRIED.

July Meeting Date

Mr. Krever explained, traditionally, Board meetings finish about mid-July. This year, the regular meetings of the Standing Committees (Development, Operations Management and Personnel and Organization) and the Board, would not conclude until after the July 21st Board meeting. In view of this, the Chairmen's Committee and the Officials are recommending that the July meeting of Personnel and Organization take place on July 12th, the same evening as Operations Management (with the understanding the the Board will move to Thursday, July 14th).

When Trustees Paquin and Mulholland indicated they would be unable to attend meetings the week of July 11th, it was pointed out that the remaining members must be in attendance in order to ensure a quorum.

√Moved by Mrs. Bell:

That the July meeting of the Personnel and Organization Committee take place on Tuesday, 1988 07 12.

CARRIED.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Director of Education

√ Moved by Mrs. Bell:

That the recommendations of the Director of Education be approved as presented.

CARRIED.

The following action was taken at the in-camera session:

Moved by Mrs. Bell:

That the recommendations of the Director of Education be approved as presented to the members.

CARRIED.

The meeting then adjourned,

READ AND CONFIRMED,

.....
Chairman.

fd

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MINUTES.

JULY, 1988.

MINUTES OF THE

PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL
JUL 20 1988
GOVERNMENT DOCUMENTS

THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

I N D E X

PERSONNEL AND ORGANIZATION COMMITTEE

1988 06 09

GENERAL

NEW BUSINESS:

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2.	Superintendent of Finance and Treasurer	3
3.	Superintendent of Human Resources	4
4.	Superintendent of Information Management Services - Role Description and Job Competencies	4
5.	Personnel Training Report	5

ELEMENTARY/SECONDARY

NEW BUSINESS:

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2.	Requests re "Four Over Five" Plan	6

MINUTES OF THE

PERSONNEL AND ORGANIZATION COMMITTEE

1988 07 14

Present: Mary Caye Clarke (Chairman);
Trustees Bell, Hicks, Whiteman and Van Horne.

Not Present: Trustees Mulholland and Paquin.

Also Present: Trustees Allen, Barker, Baskin, Cunningham, Deans, Detwiler, Lowe, Kennedy Rogers and Vine.

Officials Present:
A. J. Krever (Director of Education and Secretary),
K. Rielly (Associate Director of Education),
D. B. Sinclair (Manager, Personnel and Employee Relations),
C. McKague (Superintendent of Curriculum and Special Services),
P. Beveridge (Superintendent of Curriculum, Special and Educational Services [designate]),
R. Orlando (Superintendent of Plant)
G. Rappolt (Assistant Superintendent of Curriculum),
A. Stockwell (Superintendent of Schools - Area 3),
P. Gillie (Superintendent of Schools - Area 4),
S. Rogers (Administrative Secretary).

Moved by Mr. Hicks:

That the minutes of the last meeting be approved as presented.

CARRIED.

GENERAL

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Mrs. Van Horne:

That the recommendations of the Director of Education be approved as presented.

In reviewing the recommendations, Mr. Krever drew the members' attention to clause (e), the position of Project Manager, Plant Operations.

In offering a rationale for the position, Mr. Orlando explained, in looking at the re-organization as a result of decentralization, there is a requirement for assistance in the day-to-day management of the renovation projects. This person would fill that role and provide expertise with respect to in-house design work as well as absorb some of the duties of an Administrative Foreman.

In response to a request for information with respect to budget implications, Mr. Krever clarified this is a new position that was not included in the budget estimates.

Since the position has to do with renovation projects, Mrs. Van Horne thought perhaps it could be a term appointment until most of the work is completed; however, Mr. Orlando commented there is work that will always be there.

With respect to the placement of the position at Administrative Category 5, Mr. Sinclair explained the salary was determined based upon qualifications and relationship of the position to other professional staff. He added, traditionally there is a one year probationary period included with the appointment.

A number of Trustees then expressed hesitation and concern with making such an an appointment at this time, and suggested it could be looked at once again in relation to the entire budget (i.e. during the budget process).

Mrs. Baskin requested that the following comments be recorded: "Since this Board has refused to examine the cost of reorganization, and this is probably the first of many requests this year to fill positions for staff we have redeployed, I will vote against any requests for staff until I know what the total cost of reorganization is in a realistic point of view. I was assured that we would be saving money, not spending more."

Trustees Rogers, Cunningham and Lowe suggested that part of the work could be contracted out until a complete presentation (i.e. a full and detailed analysis of what this person will be required to do, along with all the costs) can be made for inclusion in the Budget.

Mr. Orlando acknowledged that would be difficult to do since there has to be in-house monitoring of the progress and on-site representation for Board accountability.

Mrs. Lowe suggested an architect who is familiar with the system and contractors could be hired, on a temporary basis, in order to oversee the renovations.

Moved in amendment by Mrs. Van Horne:

addendum

That the following be added to clause (e): "for a three year term, renewable."

LOST

With respect to clause (o), Mr. Sinclair recalled in March, the Board approved additional staffing for the Human Resources Department, and this appointment is in relation to that approval.

In response to a question from Mrs. Vine about clause (l) Special Assignment Teachers, Mr. Rielly indicated these are term appointments for one year.

With respect to clause (i), Miss Cunningham asked how many people are in the Transportation Department, and Mr. Sinclair replied three - the Supervisor, the Assistant (position approved at the June meeting of Personnel and Organization) and a clerk.

Miss Cunningham wondered why there could not be a Supervisor in charge of two clerks. She did not agree every position has to have a title.

In response to a request for clarification from Miss Detwiler in relation to clause (l), Mr. Krever explained Mr. Lee will be assigned to the Christie Outdoor Education Centre. He confirmed that previously, two teachers were assigned to the Centre, but with the reductions in the Outdoor Education Department, one is now assigned.

In compliance with a request from the members, Mrs. Clarke agreed to conduct a separate vote with respect to clause (e).

addendum

The question was called with respect to clause (e), and it was LOST.

The question was then called on the motion, as amended, and it was CARRIED.

The following action took place at the in-camera session:

Superintendent of Finance and Treasurer

Moved by Mrs. Bell:

That Paul Shewfelt be appointed to the position of Superintendent of Finance and Treasurer, for a five year term, renewable, effective 1988 11 01, and that he be assigned to the position on an acting basis, effective 1988 10 01, with salary according to schedule.

CARRIED.

Recommendations of the Director of Education

Moved by Mrs. Bell:

That the following recommendation of the Director of Education be approved:

(a) That the following staff be appointed to the position of Co-ordinator on an acting basis, effective 1988 09 01, with terms and conditions of employment subject to the Collective Agreement with the appropriate Branch Affiliate, with salaries according to schedule:

Bryan Schofield (Adjustment Services)
Victor Lepp (Guidance Services)
Diane Rawsthorn (Primary/Junior Education)

CARRIED.

Superintendent of Human Resources

Moved by Mrs. Bell:

addendum

That the Board hire a consultant firm to short list candidates for Board interviews for the position of Superintendent of Human Resources, at the salary for the position of $80,050 per annum.

LOST

Moved by Mr. Whiteman:

addendum

That the appointment of the Superintendent of Human Resources be referred to Administration for further information in order to determine feasibility with respect to discussion held at the in-camera session.

LOST

Superintendent of Information Management Services Role Description and Job Competencies

Mr. Rielly reviewed the package that was distributed to the Trustees last week. Throughout his presentation, Mr. Rielly stressed the importance of this position in relation to an organization as large as the Hamilton Board.

In response to a request from Mrs. Barker, Mr. Rielly indicated the qualifications for the position would be listed in the job advertisement; i.e. a business or academic background, Supervisory Officer Certificate (or movement in that direction) and other specific skills related to planning and problem solving.

Mrs. Baskin strongly objected to the fact that the "hard" qualifications were not listed in the package; for example, skills in relation to information systems and computers, and she insisted that they be provided.

Mr. Reilly elaborated that the individual must be someone who understands what long-range planning is in order to link up with the various departments in order to provide and to gather information. That situation does not presently exist within the organization.

Miss Cunningham remarked there is a great deal of talent within the business panel that should be utilized, and suggested it might be a matter of looking at it in a different way with different arrangements.

Mr. Rielly concurred, adding that the business panel has been involved in the development of this model. Components of this department already exist, but someone is required to provide leadership in order to link up what is presently there.

Moved by Mrs. Van Horne:

That the role description and job competencies for the position of Superintendent of Information Management Services be approved.

Mr. Hicks and Mrs. Baskin requested that the qualifications be provided, on paper, to the members, and Mr. Rielly agreed that would be no problem.

Mrs. Lowe and Mrs. Baskin requested more concrete information pertaining to a job description, support staff and budget implications.

Although Mr. Rielly agreed secretarial staff would be required, he explained that support staff for the present is provided within the department. This request is for one person to coordinate and provide leadership in the department.

✓ Moved in amendment by Mrs. Bell:

That the role description and job competencies for the position of Superintendent of Information Management Services be referred back to the Transition Management Team in order that more information could be provided with respect to a more concise job description to include duties and qualifications.

As a comparison, Mrs. Bell referred to the job descriptions for the positions of Project Manager, Plant Operations and Collective Bargaining Analyst.

The question was called on the amendment, and it was CARRIED.

Personnel Training Report

The report was reviewed by Mr. Krever.

✓ Moved by Mrs. Bell:

That the Personnel Training Report be received as presented.

CARRIED.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Director of Education

✓ Moved by Mrs. Bell:

That the recommendations of the Director of Education be approved.

Clause (y), Mr. Laforme's request for a leave of absence, was discussed and approved in-camera.

Mr. Rielly advised that almost all teachers who were terminated in May have been re-appointed to the probationary staff.

In response to a request from Mr. Hicks for more information concerning clause (f), Vocational Secondary Schools secretarial staffing increase, Mr. Sinclair commented the recommendation is to establish a minimum staffing formula which would place two secretaries in each vocational school (with the exception of Ainslie Wood which would be

.5). It is now 1.5 and extends to six vocational schools. At present there are 10 full time equivalent staff, and this formula would establish 12.5 full time equivalent staff - a net equivalent increase of 1.8 full time staff.

Mrs. Vine indicated she would not participate in the vote because of possible conflict of interest.

The question was called on the motion, and it was CARRIED.

The following action was taken at the in-camera session:

Moved by Mrs. Bell:

That the following recommendations of the Director of Education be approved:

(a) That Donald Morrow be appointed to the position of Acting Vice-Principal of an Elementary School, effective 1988 09 01, wth salary according to schedule.

(b) That Patricia Fulton be appointed to the position of Acting Vice-Principal of a Secondary School, effective 1988 09 01, with salary according to schedule.

(c) That Terry Stokoe be appointed to the position of Acting Alternative Education (Elementary) Program Leader, effective 1988 09 01, with salary according to schedule.

(d) That the appointments of the following staff, approved at previous meetings, be rescinded:

Victor Lepp (Acting Elementary Vice-Principal)
Donald Morrow (Acting Alternative Education [Elementary] Program Leader)

(e) That the appointment of Richard Binns to the position of Acting Area Supervisor, approved at the June meeting, be rescinded.

(f) That Donna Quigley be appointed to the position of Acting Area Supervisor, on a maximum three year term basis, effective 1988 09 01, with salary according to schedule.

CARRIED.

Requests re "Four Over Five" Plan

Moved by Mrs. Bell:

(a) That approval be granted for the request of John C. Kirkland for a Leave of Absence under the Salary Holdback Plan, ("Four Over Five") for the 1992-1993 school year, effective 1992 09 01 to 1993 08 31, subject to the 1988-89 Secondary School Collective Agreement.

(b) That the effective date of leave of absence under the "Four Over Five" Plan, granted to Carol Brittain at the October, 1985 meeting, be changed to read 1989 09 01 to 1990 08 31. (elementary)

CARRIED.

The meeting then adjourned,

READ AND CONFIRMED,

.....
Chairman.

fd

A G E N D A

PERSONNEL AND ORGANIZATION COMMITTEE

1988 07 14

Confirmation of the minutes of the last regular meeting.

GENERAL

NEW BUSINESS:

1. Recommendations of the Director of Education - attached **pages 1 to 3-B**
2. Superintendent of Information Management Services - Role Description and Job Competencies - attached **pages 4 to 10**
3. Personnel Training Report - attached **pages 10-A and 10-B**

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education - attached **pages 11 to 15-B**
2. Requests re "Four Over Five" Plan - attached **pages 16 & 17**

ADDED RECOMMENDATIONS 1988 07 14

GENERAL

(l) That the following staff be appointed Special Assignment Teachers, effective 1988 09 01, with terms and conditions of employment subject to the Collective Agreement with the appropriate Branch Affiliate, with salaries according to schedule:

Margaret Bowman (Program Implementation - Areas 4 & 5)
John Lee (Outdoor Education)
Michael MacNeil (Compensatory Education - Areas 1, 2 & 3)
William Manson (Drama)
Patricia Nanayakkara (Compensatory Education - Areas 1, 2 &3)
Lee Ann Yarwood (Program Modification - Areas 4 & 5)

(m) That Joseph Trovato be reassigned to the position of Behavioural Consultant, for a period of one year, effective 1988 09 01, with salary according to schedule.

(n) That Dr. Marie Bountrogianni be appointed to the position of Psychological Consultant, for a one year term, effective 1988 09 01 until 1989 06 30, with salary according to schedule.

(o) That Vincent Meli be appointed to the position of Collective Bargaining Analyst (Administrative Category 15 - maximum $34,229 per annum), with a one year probationary period, effective 1988 09 01, with salary according to schedule. (job description attached)

(p) That the following persons be appointed to the probationary Cleaning Staff, effective as shown, with wage rate according to the Collective Agreement:

Sonia Malisa, 1988 07 12 (elementary)
Louise O'Meara, 1988 07 12 (secondary)
Incoronata Siena, 1988 07 12 (elementary)
Joan Smith, 1988 07 11 (elementary)

(q) That David Kennard be appointed to the position of Secondary School Foreman, (Administrative Category 14 - maximum $35,025 per annum), with a one year probationary period, effective 1988 07 25, with salary according to schedule.

(r) That Edward Maskell, Secondary School Foreman, be promoted to the position of Supervisory Foreman, (Administrative Category 11 - maximum $37,728 per annum), with a one year probationary period, effective 1988 07 25, with salary according to schedule.

(s) That Linda Jones, Clerical Staff, be promoted to the position of Clerk-Typist, Category B2, Adjustment Services, (maximum $375.00 per week), effective 1988 07 11, with salary according to schedule.

Respectfully submitted,

A. J. Krever,
Director of Education
and Secretary.

JOB TITLE: Collective Bargaining Analyst

REPORTS TO: Senior Collective Bargaining Analyst

DUTIES:

1. Under the direction of the Senior Collective Bargaining Analyst the Collective Bargaining Analyst will be responsible for:

   (a) research, compilation and preparation of statistical information and reference materials required for negotiations with non-teaching personnel.

   (b) collect and compile data/information on contract settlements and salary reports from government sources and Trustee Organizations and maintain file of resource material.

   (c) collect, analyse and cost compensation and employee data and prepare reports.

   (d) liaises with representatives of the Payroll, Budget, Computer Services, Research and Buildings Department on the gathering, compiling, and analysing information and reports on negotiations and personnel administration.

2. Assists the Manager, Personnel and Employee Relations in collective bargaining with non-teaching personnel compiling statistical information, preparing negotiation proposals, materials, costings and acts as a representative on the Board's negotiating committee. Attends negotiating meetings (daytime and evening).

3. Maintains extensive file information, data collection and analysis with respect to the maintenance of the master seniority list for three teacher groups.

4. Provides advice to supervisory staff on the interpretation and application of non-teaching collective agreements.

5. Conducts in-service training for supervisory staff on collective bargaining and employee relations aspects.

6. Responsible for employee relations activities - grievance investigation and contract maintenance.

7. Undertakes special project work relating to pay equity, personnel policies, procedures, legislative statutes governing employment and conducts salary surveys.

8. Performs general administrative duties as assigned.

Board of Education,
Hamilton, Ontario,
1988 07 14.

TO THE CHAIRMAN AND MEMBERS,
PERSONNEL AND ORGANIZATION COMMITTEE,
Board of Education,
Hamilton, Ontario,

Ladies and Gentlemen:

I am pleased to present the second quarterly Personnel Training Report for 1988.

Expenditures to June 30 amount to $236,726.00 in 1988 compared to $180,055.00 in 1987.

The approved Personnel Training budget for 1988 is $642,698.00.

Respectfully submitted,

EH/mb
Attach.

John Penner,
Superintendent of Finance and Treasurer.

PERSONNEL TRAINING

REPORT OF EXPENDITURES TO JUNE 30, 1988

	BUDGET	EXPENDITURES	BALANCE
010 Business Administration	$ 48,700	$ 15,782	$ 32,918
011 General Administration	60,490	20,737	39,753
020 Computer Services	7,000	2,417	4,583
032 Instructional Supervision - Central Services (includes Subject Supervisors, Special Services, Staff Development, Superintendents of Schools)	508,668	195,071	313,597
034 School Services	3,500	750	2,750
039 Educational Research - Evaluation	590	295	295
044 Continuing Education - Evening and other	3,770	822	2,948
070 Physical Plant - Operation	7,250	149	7,101
075 Physical Plant - Maintenance	1,210	703	507
076 Transportation - Administration	610	-	610
088 Other Operating Expenditure	910	-	910
TOTAL PERSONNEL TRAINING	**$642,698**	**$236,726**	**$405,972**

ELEMENTARY/SECONDARY

(aa) That Dino Crapsi be appointed to the position of Acting Head of Department (Geography), effective 1988 09 01, with salary according to schedule.

(bb) That Dennis McIlveen be appointed to the position of Acting Assistant to the Head of Department (English), effective 1988 09 01, with salary according to schedule.

(cc) That the appointments of the following staff, approved at previous meetings, be rescinded:

Margaret Bowman (Assistant Head - English)
Patricia Fulton (Head of Department - Geography)

(dd) That the following Teachers' names be added to clause (b):

Linda Arndt (secondary)
Tammy Biggs (4/6 Sem. 1 & 2) (secondary)
Janet Carmichael (secondary)
Paul Clarke (3/6 - F.T. Sem. 2 only) (secondary)
Eduardo Cordero (secondary)
Kenneth Durkacz (4/6 Sem. 1 & 2) (secondary)
Paula Griffin (secondary)
Richard Hart (elementary)
Gabrielle Keire (secondary)
Terrence Micalleff (secondary)
Andrea Mozarowski (secondary)
Rhonda Neale (secondary)
Arlene Pidruczny (secondary)
Ward Shipman (4/6 Sem. 1 &2) (secondary)
Jane Vince (3/6 - F.T. Sem. 1 only) (secondary)

(ee) That the following Teachers' names be added to clause (c):

Laurie Behr (elementary)
David Bradley (elementary)
Rosemary Coomber (elementary)
Michael Duckworth (elementary)
Kelly Hamilton (elementary)
Kathleen Johnson (3/6 - F.T. Sem. 1) (secondary)
Debbie MacDonald (elementary)
Edward Martin (elementary)
Judith Meertens (.5) (elementary)
Barbara Russell (secondary)
Barbara Thoman (.4) (elementary)
Kathryn Stevens (elementary)

(ff) That the following secondary school Teachers be transferred to the Hamilton-Wentworth Roman Catholic Separate School Board in compliance with the terms of Bill 30 with respect to Designated Teachers:

Celia Borges
Katharine MacLean

(gg) That the effective dates of Olga Ward's appointment to the Occasional Staff in clause (e), be changed to 1988 05 24 to 1988 06 20. (secondary)

(hh) That Susan Barnard be appointed to the probationary Educational Assistant Staff, effective 1988 09 06, with salary according to schedule. (elementary)

(ii) That the following Teacher's name be added to clause (k):

Mary Stewart (elementary)

(jj) That the request of the Ministry of Education for the secondment of Joan Morse, Acting Secondary Vice-Principal, for the period 1988 09 01 to 1989 08 31, be granted. (secondary)

(kk) That the timetable for Katherine Pelletier in clause (o) be changed for .3 to 1.0. (elementary)

Respectfully submitted,

A. J. Krever,
Director of Education
and Secretary.

"FOUR OVER FIVE" PLAN

(b) That the effective date of leave of absence under the "Four Over Five" Plan, granted to Carol Brittain at the October, 1985 meeting, be changed to read 1989 09 01 to 1990 08 31. (elementary)

CA4 ON HBC W26
M36

MINUTES

SEPTEMBER, 1988.

PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL
SEP 21 1988
GOVERNMENT DOCUMENTS

THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

I N D E X

PERSONNEL AND ORGANIZATION COMMITTEE

1988 09 08

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4. Employee Benefits, Carrier 4

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2. Request to Withdraw from "Four Over Five" - Sheila MacLeod 6

MINUTES OF THE
PERSONNEL AND ORGANIZATION COMMITTEE

Present: M. C. Clarke (Chairman); Trustees Bell, Hicks, Mulholland, Paquin, Whiteman and Van Horne.

Also Present: Trustees Barker, Baskin, Cunningham, Deans, Detwiler, Kennedy, Lowe, McMurrich, Rogers and Vine.

Officials Present:
K. A. Rielly (Director of Education and Secretary)
A. L. Stockwell (Associate Director of Education)
D. B. Sinclair (Manager, Personnel and Employee Relations)
J. Penner (Superintendent of Finance and Treasurer)
P. Beveridge (Superintendent of Curriculum and Special & Educational Services)
R. Binns (Superintendent of Schools, Area 3)
P. Gillie (Superintendent of Schools, Area 4)
D. Rothwell (Superintendent of Schools, Area 5)
P. Shewfelt (Controller)
J. Yurkiw (Assistant Superintendent, Special Services)
S. Rogers (Administrative Secretary)

Moved by Mr. Paquin:

That the minutes of the last meeting be approved as presented to the members.

CARRIED.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Superintendent of Information Management Services - Job Descriptions

Mr. Rielly informed the members that a report responding to the questions raised in Mrs. Bell's motion in July would be presented at the October meeting of this Committee.

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Mrs. Bell:

That the recommendations of the Director of Education be approved as presented to the members.

Mr. Rielly commented that these recommendations do not represent any additions to staff and are within the staff complement and the budget.

Mr. Sinclair pointed out that clause (k) relative to Eldon MacInnis should read mechanic rather than warehouse.

Mrs. Vine asked for clarification of the appointments in clause (f). Mr. Stockwell replied that these were consultant appointments that were being extended as per the collective agreement.

Mr. Whiteman declared a possible conflict of interest relative to clause (k) and requested that the clause be voted on separately.

The question was called with respect to clause (k) and it was CARRIED.

The question was then called on the remainder of the recommendations and the motion was CARRIED.

Pay Equity Update

Mr. Sinclair provided an update on the Pay Equity Project undertaken by the Board with the Touche Ross Consultants and reported that the work has progressed to the evaluation phase as indicated in the expenditures column in the report. Mr. Sinclair pointed out that the information on caretakers, matrons and cleaners will be developed under a separate process using a different evaluation plan. Touche Ross will be involved as well.

It is hoped that a report will be presented to the trustees by the end of this calendar year.

Mr. Sinclair pointed out that it would appear the project will not be able to stay within budget. There is an overrun in the evaluation phase of $10,000. It was originally felt that a consultant would not be required in this stage; however, it is important for the validity of the results that they be there to help develop a plan. Therefore, it is expected that a request for an expansion of the budget will be forthcoming next month.

Trustees Detwiler and Kennedy expressed their concern with the workload that has been added to the Personnel Department as a result of this project and both were supportive of any additional help, whether financial or staffing, that could be given.

Mr. Sinclair said that with the continued commitment from the system in allowing people to work on the project, they would be able to continue.

Mr. Whiteman questioned the possibility that some salaries will go down, with particular reference to male employees.

In response to Mr. Whiteman's question, Mr. Sinclair said that, by law, an employer cannot reduce a salary to achieve pay equity. However, freezing or red-circling may have to be considered in some cases, in either male or female jobs.

Mr. Sinclair emphasized the importance of presenting a report to the Board as early as possible because of the staffing and

budgetary implications. The Board's plan to achieve Pay Equity must be in place by 1990 with a view to completion within 5 years.

In response to Mrs. Vine's question regarding the source of volunteers, Mr. Sinclair indicated there was system-wide representation from administrative assistants in secondary schools to secretaries at the Education Centre to Educational Assistants.

Mrs. Vine agreed that it was important to have Board staff involved for credibility.

Mr. Sinclair agreed with Mr. Hicks that it was vital to have a preliminary report prior to setting the 1989 budget.

Mr. Hicks also encouraged the Board to develop a proactive strategy for elevating staff morale during this process.

It was agreed that the progress report on the Pay Equity and Job Evaluation Project be received for information.

Travel Allowance

Mr. Sinclair spoke to the proposal for a 4.9 per cent adjustment to the Board's travel allowance. This figure was arrived at by considering the increase in the consumer price index. The cost of 37 cents per mile is competitive with other employers.

Moved by Mr. Whiteman:

That a 4.9 per cent increase to the Board's travel allowance schedule be approved, effective 1988 09 01.

Mrs. Deans expressed her concern that the Hamilton Board was always "catching up" with what other employers were paying their employees.

Mr. Whiteman asked what increase was in the budget. Mr. Sinclair said that 4.5 per cent was budgeted and the additional .4 per percent was nominal.

In response to Mrs. Lowe's question, it was clarified that the travel allowance is for employees who are requested to use their cars for Board business either on a regular basis, as represented by the yearly travel allowance, or on a casual basis and reimbursed at the 37 cents per mile basis. No travel allowance is paid to employees to attend meetings.

Mr. Hicks felt that with re-organization and the change in responsibilities it might be wise to examine the categories.

Mr. Mulholland noted that the trustees were not included in this travel allowance schedule and asked if they are to be considered separately.

Mrs. Clarke said that this committee is dealing with the list before them and that other concerns will be looked at in the near future.

The question was then called on the motion and it was CARRIED.

Employee Benefits, Carrier

Mr. Sinclair introduced Keith Morely from K. G. Brown Associates. In the summer, with assistance from Mr. Morely, it was decided to tender the Board's current insurance contracts relative to its medical, dental and life insurance coverage.

Bids from seven companies were received. It is being recommended that Sun Life Assurance Company be the new carrier. Sun Life's plan duplicates the present benefit levels while reducing the contractual costs in the next year by $90,000. It also consolidates all our insurances into one carrier rather than three. This proposed change has been discussed with the various employee groups and they have expressed no concerns since the benefits remain the same.

Moved by Mrs. Van Horne:

That effective 1988 11 01, Sun Life Assurance Company be the new carrier for the Board's hospital, medical, dental and group life insurance plans for both teaching and non-teaching personnel.

Mr. Sinclair said that the Board has worked with K.G.Brown Associates for many years, particularly in employee benefit consultation. They are paid on an annual fee basis based on the work involved. Responding to Mr. Whiteman's question, Mr. Sinclair said he could find out what the cost is for this year.

Mr. Morely emphasized the two things that allowed Sun Life to bid at a reduced cost were lower administrative charges and the accumulative deficit which will be absorbed by Canada Life.

Mr. Mulholland expressed his concern that this carrier has the same plan and that it is a reputable company. Mr. Mulholland indicated that he cannot support the motion as he objects to leaving the previous carrier with a deficit. He feels this is part of the Board's responsibility.

Responding to Mr. McMurrich's question, Mr. Morely explained that a larger company leads to better predictors. Canada Life's deficit has been caused by the dental plan and by the increase in life insurance experiences; in other words, there were more life insurance claims than expected.

Mr. Hicks asked when was the last time a change was made in carriers?

Mr. Morely replied that non-teaching staff changed their extended health care program from Canada Life to Blue Cross a few years ago. Canada Life has underwritten life plans for the Board for over 30 years. Mr. Morely said that Sun Life included references from Halton and Peel School Boards.

Mr. Mulholland asked what are the costs for benefits of teaching and non-teaching personnel.

Mr. Morely said that each report dealt with aggregate figures. However, Mr. Sinclair said this information could be obtained if desired.

Mrs. Baskin commented that McMaster is covered by Sun Life for all of its benefits and she finds it more convenient to fill out same form. She would support the recommendation.

The question was called on the motion and it was CARRIED.

Correspondence from OPSBA re Chartering Meeting - selection of voting delegates

Mrs. Van Horne announced that the Chartering Meeting of the Ontario Public School Boards' Association is taking place on Saturday, September 24, 1988. The Hamilton Board is allowed to send 3 voting delegates. Because of the time-lines involved, Mrs. Van Horne asked the Trustees to consider the question of sending delegates at tonight's meeting.

Moved by Mrs. Van Horne:

That the Board of Education for the City of Hamilton join the Ontario Public School Boards' Association.

CARRIED.

Trustees Clarke, Kennedy and Rogers volunteered to attend the meeting on September 24 as voting delegates from the Hamilton Board. Mrs. Van Horne indicated that it was her intention to attend as an alternate delegate.

Moved by Mrs. Van Horne:

That Trustees Clarke, Kennedy and Mulholland represent the Board of Education for the City of Hamilton as voting delegates at the Chartering meeting of the Ontario Public School Boards' Association being held in Toronto, 1988 09 24 and that Trustee Ruth Van Horne be named as an alternate.

CARRIED.

Mrs. Deans asked what the fee is to join this Association.

Mrs. Van Horne said it would probably be determined at the September 24 meeting.

ELEMENTARY/SECONDARY

Recommendations of the Director of Education

Mr. Stockwell indicated that the recommendations before the Trustees represent adjustments necessitated by changes in circumstances that occurred over the summer. He pointed out that clauses (m) and (n) are part of the staffing process in general. As well, clause (c) showing an effective retirement date of April 18 for Peter Costello is to assist with the starting date of the pension and represents no implications for the Board.

Moved by Mrs. Bell:

That the recommendations of the Director of Education be approved as presented to the members.

CARRIED.

Request to Withdraw from "Four Over Five"

Moved by Mrs. Bell:

That the Board rescind the leave of absence granted to Sheila MacLeod for the first semester of the 1990-1991 school year, effective 1990 09 01 to 1991 01 31, and approve her request to withdraw from the Salary Holdback Plan ("Four Over Five").

CARRIED.

The meeting then adjourned,

READ AND CONFIRMED,

.....
Chairman.

rm

Ham. Pub Library

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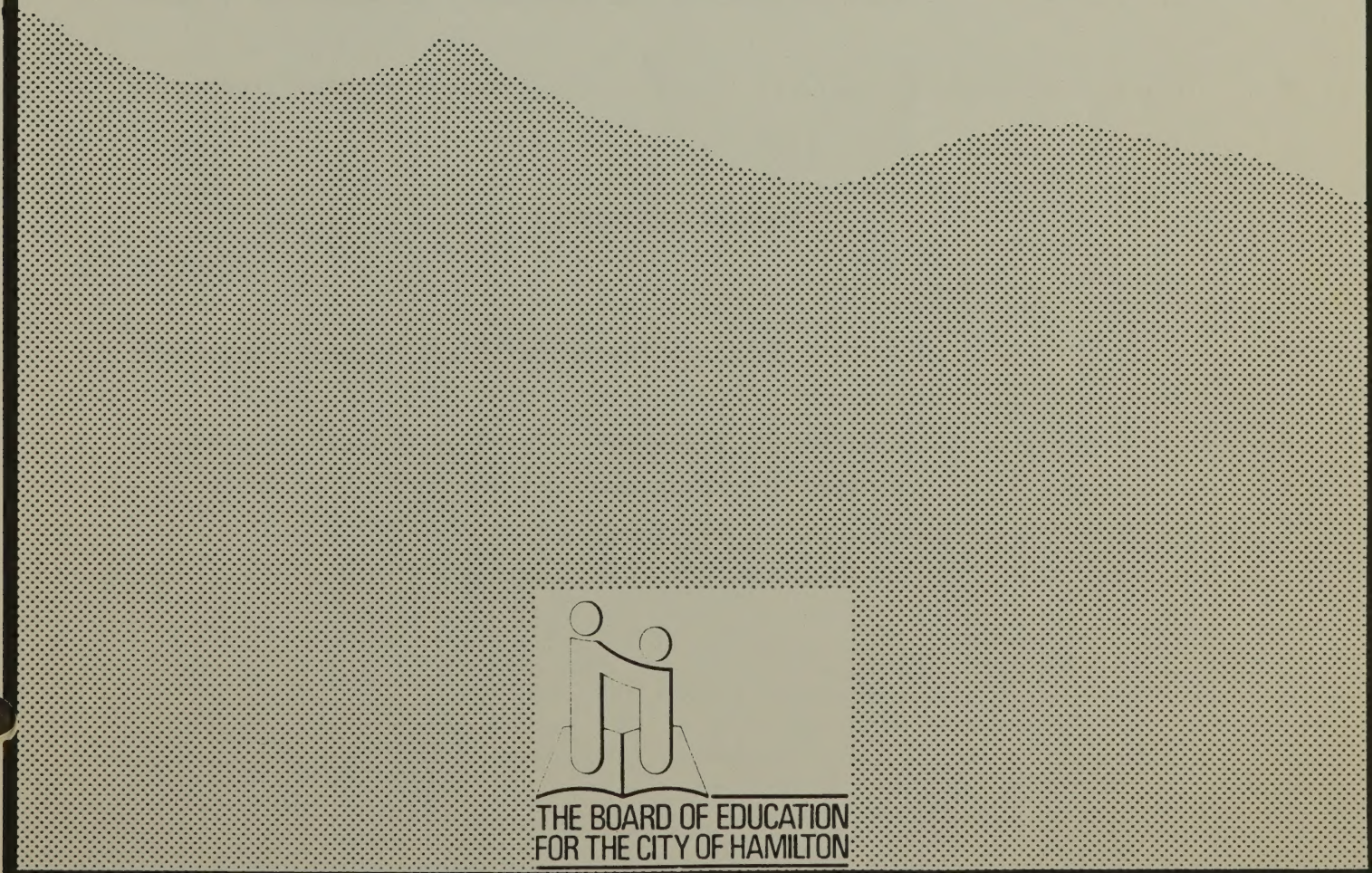
M36

October, 1988

PERSONNEL AND ORGANIZATION COMMITTEE



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

I N D E X

PERSONNEL AND ORGANIZATION COMMITTEE

1988 10 13

G E N E R A L

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ELEMENTARY/SECONDARY

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MINUTES OF THE
PERSONNEL AND ORGANIZATION COMMITTEE

1988 10 13

Present: M. C. Clarke (Chairman), Trustees Hicks, Mulholland, Paquin, Whiteman and Van Horne.

Also Present: Trustees Allen, Barker, Cunningham, Deans, Desmarais, Detwiler, Kennedy, Lowe, McMurrich and Rogers.

Not Present: Trustee Bell

Officials Present: K. A. Rielly (Director of Education and Secretary), A. L. Stockwell (Associate Director), D. B. Sinclair (Superintendent of Human Resources), P. Shewfelt (Acting Superintendent of Finance and Treasurer), P. Gillie (Superintendent of Schools, Area 4), L. Dixon (Manager, Computer Services), Mrs. S. Rogers (Assistant to the Secretary).

Moved by Mr. Hicks:

That the minutes of the last regular meeting and special meetings of 1988 09 01 and 1988 09 15, be approved as presented to the members. CARRIED.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Superintendent of Information Management Services - Job Description

Mr. Rielly explained that this report is designed to present a global picture of the department and its various components. It is hoped that this will also clarify the necessary qualifications of the Superintendent of Information Management Services as well as give an overview of the nature of the concerns that need to be addressed over the next 10 years.

Mr. Rielly then briefly highlighted a number of items and stressed that one of the best ways to address the needs of the organization in the future is through information technology.

He emphasized that the demand for information will not decrease and a plan must be put into action to meet the needs in the future.

As outlined in the chart included in the report, Information Services is not solely a computer services department. Mr. Rielly asked the members to keep this in mind and then called on Miss Gillie, Superintendent of Schools-Area 4, Mr. Sinclair, Superintendent of Human Resources, and Mr. Shewfelt, Acting Superintendent of

Finance and Treasurer as user representatives and each outlined their past and present involvement with information management and how they envision future involvement.

Miss Gillie spoke from three perspectives as a Superintendent of Schools in an Area office, as a principal and as a classroom teacher. Miss Gillie felt that it is essential to be able to access information stored in the main frame quickly and thus aid in the decision making process whether in an area office, school or classroom.

In response to Miss Cunningham's question about the current stage of information management among these levels of education, Miss Gillie stressed that co-ordination is vital in the way information is collected, sorted and disseminated.

When Mrs. Deans raised her concern about confidentiality as more people have access to computers, Mr. Rielly asked Len Dixon to speak to it as he has had to address this problem.

Mr. Dixon explained that there are a number of different ways to approach security. Every user in our system (approximately 200) has unique ID and personal pass word which identifies the user to the system and what is accessible. Once signed on, certain information is not accessible by restricting the use of pass words to a specific file.

Mr. Sinclair, as Superintendent of Human Resources, spoke of the amount of data that is generated from employee records. As well, he saw the future as requiring more and more information in a co-ordinated and integrated manner.

Mr. Shewfelt, as Superintendent of Finance, saw this challenge as two fold with a greater share of information and greater user involvement for the system. As well, Mr. Shewfelt reviewed the added pages in the report as they relate to the Finance Department and the integration with the entire system.

Mr. Rielly indicated that the Superintendent of Information Services would look at a long range plan, assess it thoroughly and then develop a plan addressing the short and long term needs based on an understanding of what is happening and then present that plan to the Board for action.

Mr. Dixon said that a new main frame was installed this summer and it is expected that it will be able to handle the foreseen requirements in the schools and area offices. On-line equipment is in the warehouse now and is held up only by the Bell Canada strike. It is hoped that by Christmas, all elementary schools will be on-line.

Trustees Cunningham, Mulholland, Van Horne, Kennedy, Detwiler, Hicks and Lowe each expressed their appreciation for the style of reporting tonight that presented a team

approach to a system-wide function and complimented the participants on their contribution.

Mr. Hicks encouraged making public relations via the media a priority, particularly on key issues such as public education.

When asked for their comments, Mr. Van Duzen, representing HTF, indicated that they share the same concerns about confidentiality of records of employees and students but said that the apparent safeguards the Board has built in have allayed many fears.

Mr. Price, representing OSSTF, said that it would be unfortunate to have the reporting to parents become completely automated but what has been presented tonight is very laudable.

Moved by Mrs. Van Horne:

That the Board take action to post and advertise for the position of Superintendent of Information Management Services with interviews by the Personnel and Organization Committee and appointment by the Board to take place as soon as possible.

CARRIED.

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Mr. Paquin:

That the recommendations of the Director of Education be approved as presented to the members.

Mr. Stockwell referred to clause (h). When Mr. Eedson, the Administrative Assistant to the Associate Director, completed the term appointment for this assignment in June, he was not replaced. This recommendation, which takes .5 of that position, is a special assignment to assist in the implementation of the decentralization in the area offices.

The motion was voted on and was CARRIED.

Pay Equity Update

Mr. Sinclair reviewed the report that was attached to the agenda providing an update on Pay Equity.

In response to Mr. Whiteman's question, Mr. Sinclair briefly outlined the generic evaluation plan that is used in assessing the various jobs and then rating them in comparison to other jobs. He assured the members that this procedure was developed so that it can be applied to a variety of responsibilities.

Mr. Sinclair also outlined some of the possible directions once the Pay Equity Plan has been posted. Such a plan must be negotiated with a trade union if it is involved. Once a decision is reached, it is not reviewable unless an error has been made.

For those employees who are not represented by a union, it is their right to appeal the plan if they feel their position has not been evaluated appropriately. A settlement is attempted rather than a ruling. A further step of a tribunal is available if a settlement is not reached. Mr. Sinclair hoped to establish an internal appeal process.

Mr. Sinclair said that in November or December there will be a further report that will include anticipated expenditures. He also assured the trustees that the legislation ensures that an employer cannot reduce a wage or earnings of an employee in order to achieve Pay Equity.

In answer to Mr. Whiteman's question, Mr. Sinclair indicated that the Board's Pay Equity Plan should, it is hoped, be ready for posting by the middle of 1989.

It was agreed: That the report on Pay Equity/Job Evaluation Project be received for information.

Benefit Improvements-Clerical & Secretarial Staff

Moved by Mrs. Van Horne:

That the recommendations on benefit improvements for clerical and secretarial staff employed in the Education Centre, Elementary and Vocational Secondary Schools be approved.

CARRIED.

Personnel Training Report

Moved by Mrs. Van Horne:

That the third quarterly Personnel Training Report for 1988 be received for information.

CARRIED.

ELEMENTARY/SECONDARY

Recommendations of the Director of Education

Moved by Mr. Whiteman:

That the recommendations of the Director of Education be approved as presented to the members.

CARRIED.

Requests re "Four Over Five"

Moved by Mr. Hicks:

That the following Requests re "Four Over Five" Plan be approved:

(a) That approval be granted for the request of Cheryle M. Brown for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") for the 1991-1992 school year, effective 1991 09 01 to 1992 08 31, subject to the 1988-1989 Elementary School Collective Agreement.

(b) That approval be granted for the request of George Martin Dyck for a Leave of Absence under the Salary

Holdback Plan ("Four Over Five") for the second semester of the 1992-1993 school year, effective 1993 02 01 to 1993 08 31, subject to the 1988-1989 Secondary School Collective Agreement.

(c) That the Board rescind the leave of absence granted to Peppy Tew for the 1991-1992 school year, effective 1991 09 01 to 1992 08 31, and approve her request to withdraw from the Salary Holdback Plan ("Four Over Five").

CARRIED.

The meeting then adjourned,

READ AND CONFIRMED,

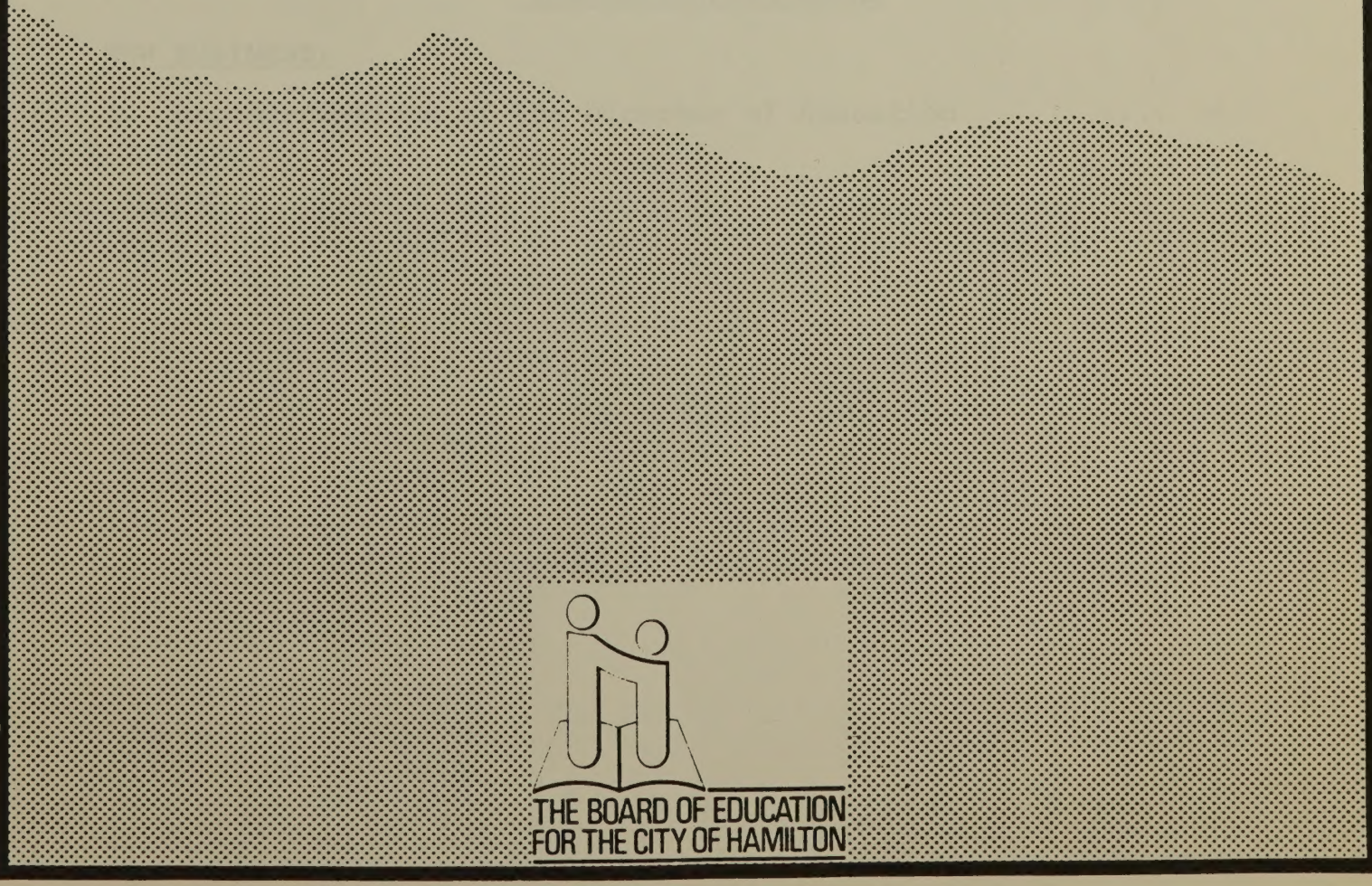
.....
Chairman

rm

CA4 ON HBL W26
M36

November, 1988

PERSONNEL AND ORGANIZATION COMMITTEE



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

I N D E X

PERSONNEL & ORGANIZATION COMMITTEE

1988 11 10

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ELEMENTARY/SECONDARY

NEW BUSINESS:

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MINUTES OF THE
PERSONNEL & ORGANIZATION COMMITTEE
1988 11 10

Present: Mrs. M. C. Clarke (Chairman);
Trustees Hicks, Mulholland, Paquin and Van Horne.

Not Present: Trustees Bell and Whiteman.

Also Present: Trustees Allen, Barker, Baskin, Cunningham, Deans, Desmarais, Detwiler, Kennedy, Lowe and Rogers.

Officials Present:
K. A. Rielly (Director of Education and Secretary),
A. Stockwell (Associate Director of Education),
P. Beveridge (Superintendent of Curriculum, Special and Educational Services),
B. Sinclair (Superintendent of Human Resources),
P. Shewfelt (Superintendent of Finance & Treasurer),
R. Kennedy (Assistant Superintendent, Staffing),
J. Yurkiw (Assistant Superintendent of Special Services),
S. Rogers (Assistant to the Secretary).

The Chairman called the meeting to order and asked for confirmation of the minutes of the last regular meeting.

Moved by Mr. Hicks:

That the minutes of the last regular meeting be approved as presented to the members.

CARRIED.

NEW BUSINEES:

Recommendations of the Director

Mrs. Clarke stated that Clause (c) on page one will be discussed at the In-Camera portion of the meeting.

Moved by Mr. Paquin:

That the Recommendations of the Director, with the exception of Clause (c), be approved as presented to the members.

CARRIED.

Following In-Camera discussion, the following motion was approved:

Moved by Mr. Mulholland:

That the following Recommendation of the Director of Education, be approved as presented to the members.

That the resignation of Thalia Smith, Lunchroom Programme Co-ordinator, be accepted with regret, effective 1988 12 31.

CARRIED.

Pay Equity Update

Mr. Sinclair reviewed the update and provided background for the recommendation of a budget increase of $25,000 for Touche Ross Consultant services.

Mr. Mulholland raised his concern for a 25% increase over the cost initially agreed upon.

Mr. Sinclair noted this request was not made by the consulting firm. He explained the need for additional funds arises out of situations not defined at the time of the Consultant's proposal, i.e. new bargaining units for Educational Assistants, the inclusion of casual staff and work groups such as lunchroom supervisors.

Mrs. Van Horne added that, at the outset, no one was sure how much work was going to have to be done through the job evaluation process. There has been extensive involvement of staff and Touche Ross has provided guidance for the Steering Committee. Everyone is conscious of the costs involved and every effort was made to handle tasks without the assistance of Touche Ross. She added the Steering Committee attempted to do the job properly to avoid appeals at a later date.

Moved by Mrs. Van Horne:

That the budget for the Touche Ross Consultant services for the Pay Equity Project be increased by up to $25,000.

Mr. Hicks was worried that if the $25,000 was approved that another $25,000 would be requested at a later date.

Mr. Sinclair noted there was approximately $13,000 of the original budget uncommitted. It was felt the time was more appropriate now to make this request, as they would have been coming to ask for funds shortly.

Mr. Mulholland objected to the increase unless it was necessary to hire people to help with the project.

In reply to Miss Detwiler's question, Mr. Sinclair stated the work has not progressed as quickly as anticipated and was more extensive than originally estimated. He pointed out this work has started from scratch and it was decided to do it thoroughly, involving all employees. Mr. Sinclair said it was a large task and involved much more work in evaluation than anticipated. He was concerned that a cut back would affect the quality of the work being done.

Miss Detwiler noted that valid conclusions are not reached quickly and added her support to the motion.

Mr. Kennedy also supported Mr. Sinclair. He remarked that Pay Equity is all comparatively new, being started in the last year and that all Boards are in the same situation. He trusts the officials and noted Mr. Sinclair was not one to waste money.

In reply to Miss Cunningham's question, Mr. Sinclair pointed out the Board has not had a formal evaluation plan for twenty years and is in the position of doing many years of up-dating in one year.

Miss Cunningham commented that quality work now could reduce expense in court rooms.

Following further discussion a vote was called on the motion and it was **CARRIED**.

Superintendent of Information Management Services Interview Schedule

Mrs. Clarke briefly reviewed the information and asked committee members to particularly note the dates involved.

Miss Cunningham asked that the posting be circulated in Education Centre.

Staffing Report 1988-89

Mr. R. Kennedy summarized the report, drawing the Committee's attention to Ministry of Education's grant regarding Grade 1 and 2 class sizes.

In response to Mrs. Baskin's inquiry re three large classes on the statistics chart, Mr. Kennedy noted the statistics were as of September 30th and changes had been made since that time. He was unable to tell her if those three specific classes had been altered.

Miss Detwiler further noted 47 classes with student totals over 31 and expressed the desire that all trustees receive the current update which Mr. Kennedy offered to make available.

In answer to Canon Roger's inquiry regarding Component Staffing, Mr. Kennedy affirmed a joint report from Board officials, Trustees and federation people would made on February 1st.

Mr. Hicks requested that in addition to class size statistics, the updated report quote the number of classes with split grades and the number of students in each of those split classes by grade.

It was agreed:

That the report on Staffing 1988-89 be received for the purpose of information.

Lunchroom and Cafeteria Supervisors

Following discussion, this item was moved to the In-Camera portion of Personnel & Organization.

Moved by Mr. Mulholland:

i) That Cafeteria Supervisors employed on the regular staff in composite secondary and secondary (vocational) schools be granted an increase of 40 cents per hour effective September 1, 1988 to produce the following hourly rates of pay:

$7.88 MINIMUM
$8.28 MAXIMUM (after one year of service)

ii) That Lunchroom Supervisors employed on the regular staff in elementary schools be granted an increase of 40 cents per hour effective September 1, 1988 and 42 cents per hour effective March 1, 1989 to produce the following hourly rates of pay:

September 1, 1988	March 1, 1989
$8.02 MINIMUM	$8.44 MINIMUM
$8.42 MAXIMUM (after one year of service)	$8.84 MAXIMUM (after one year of service)

CARRIED.

ELEMENTARY/SECONDARY

Recommendations of the Director of Education

Mr. Stockwell informed the committee the appointment in Clause (a) was necessitated by the secondment of R. Robinson.

Moved by Mrs. Van Horne:

That the Recommendations of the Director of Education be approved as presented to the members.

CARRIED.

The following was discussed In-Camera and approved.

Moved by Mrs. Van Horne:

That the following Recommendations of the Director of Education be approved as presented to the members.

(a) That the extension of the Leave of Absence granted to Malcolm Buchanan at the May Meeting be rescinded. (secondary)

(b) That the request of Malcolm Buchanan for a Leave of Absence, effective 1988 09 01 to 1989 08 31, in order to serve on the O.S.S.T.F. Provincial Secretariat, be granted. (secondary)

CARRIED.

The meeting then adjourned.

Read and confirmed,

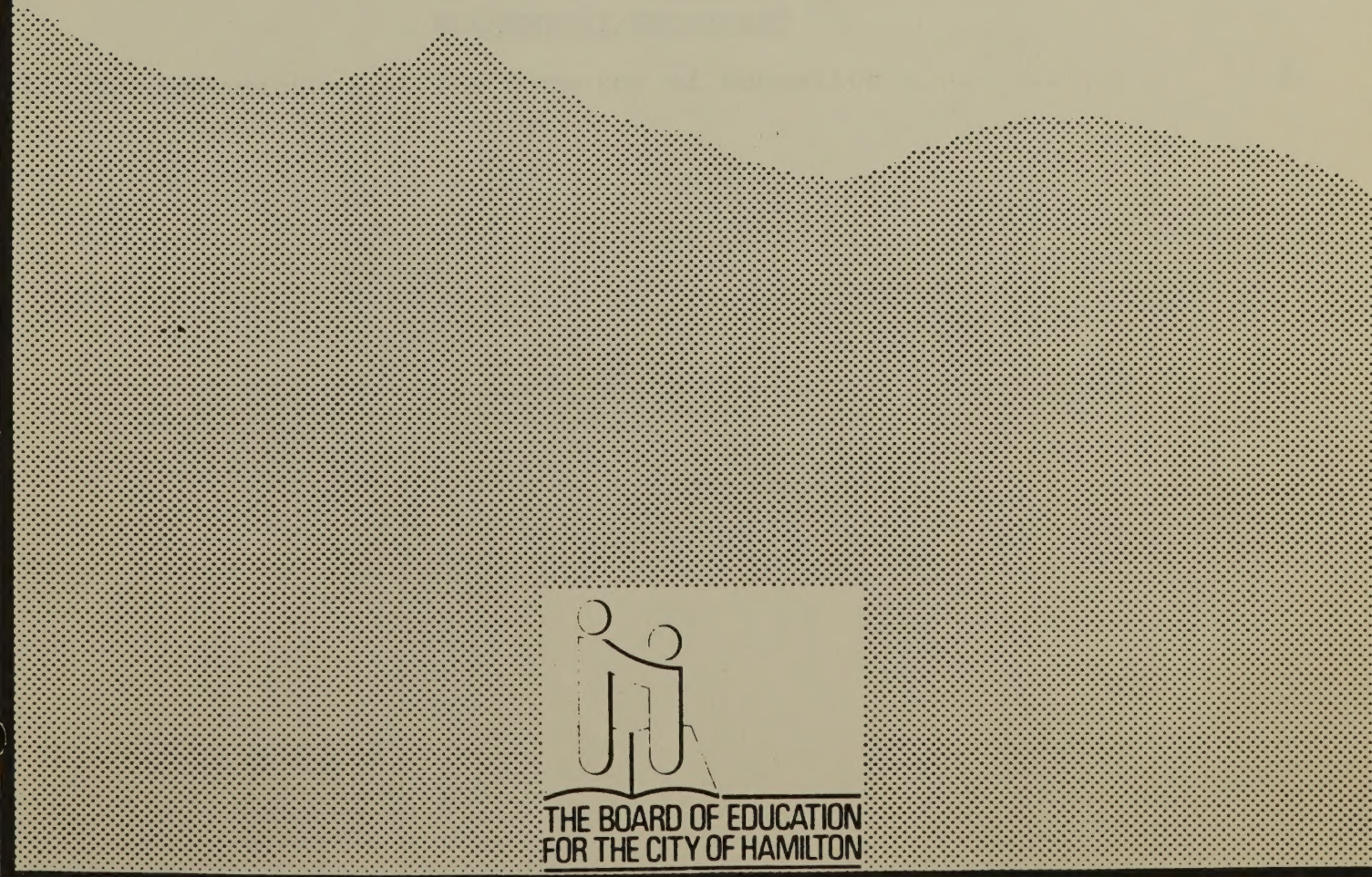
.....
Chairman

cv

CA4 ON HBL W26
M36

DECEMBER, 1988

PERSONNEL AND ORGANIZATION COMMITTEE



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

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   - Director of Education and Secretary

ELEMENTARY/SECONDARY

1. Recommendations of the Director of Education ..... 9.

MINUTES OF THE

PERSONNEL AND ORGANIZATION COMMITTEE

1988 12 08

Present: R. Mulholland (Acting Chairman); Trustees Baskin, Johnston, Paquin, R. Stewart, Van Horne and Clarke.

Not Present: Trustee Hicks

Also Present: Trustees Allen, Bishop, Cunningham, Deans, Desmarais,Detwiler, Kennedy, Korz, Penner, Rogers, and A. Stewart

Officials Present:
K. A. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
B. Sinclair (Superintendent of Human Resources)
P. Beveridge (Superintendent of Curriculum and Special & Educational Services)
R. Lavoie (Superintendent - French as a First Language)
P. Gillie (Superintendent of Schools - Area 4)
S. Barrs (Consultant, Values Education)
L. Sproule-Jones (Affirmative Action Co-ordinator)
S. Rogers (Assistant to the Secretary of the Board)

Mr. Rielly asked for nominations for Chairman in the absence of Mr. Hicks.

Moved by Mrs. Clarke:

That Trustee Mulholland assume the chair.

There being no further nominations, the motion was voted on and **CARRIED** and Mr. Mulholland assumed the chair.

Mr. Mulholland called the meeting to order and asked for confirmation of the minutes of the last regular meeting.

Moved by Mr. Paquin:

That the minutes of the last regular meeting be approved as presented to the members.

CARRIED.

GENERAL

BUSINESS ARISING FROM THE MINUTES

Staffing Report for 1988 -1989 - Additional Information

Mr. Stockwell advised that this information was in response to a request at the November meeting for Mr. R. Kennedy to provide the number of split classes and a review of the large class sizes as of September, 1988.

In response to Mrs. Baskin's question, Mr. Stockwell agreed this was information the Trustees should be aware of each year.

Miss Detwiler noted that as the class information was as of September 30th, it could not be provided much earlier than November.

Mr. Stockwell agreed, and in future this information would be included in the Staffing Report.

Mrs. Deans was interested in knowing where the large classes were located and was concerned that classes which were large or a split grade did not have these problems several years in a row.

Mrs. Van Horne asked if many complaints are received from parents regarding split grades. She understood split grades had many positive aspects, particularly in the primary and junior levels.

Mr. Stockwell noted the primary concern of parents was class size rather than split grades. Split grades provide an opportunity to allow students to be exposed to higher academic levels.

Mrs. Deans would like to see the number of students in split grade classes, by class and school.

NEW BUSINESS:

Recommendations of the Director

In response to Mrs. Clarke's inquiry regarding clause a) Job Coach Operation Employability, Mr. Stockwell noted this was to do with disabled adults requiring assistance.

Moved by Mrs. Baskin:

That the recommendations of the Director of Education be approved as presented to the members.

CARRIED.

Following In-Camera discussion, the following motions were approved:

Moved by Mrs. Van Horne:

a) That James McLeish be appointed to the position of Manager, Collective Bargaining Services (Administrative Category 1 - maximum $72,489 per annum), with a one year probationary period, effective 1989 01 09, with salary according to the salary schedule.

CARRIED.

Moved by Mrs. Clarke:

b) That Greg Rutledge be appointed to the position of Controller, with a one year probationary period, effective 1988 12 16, with salary according to the salary schedule.

CARRIED.

Pay Equity Update

Mr. Sinclair presented the report for the information of the members and briefly explained that new guidelines have been received from the Pay Equity Commission re benefits that must be taken into account.

Mrs. Deans asked how the recent Peel region Cleaner's pay settlement affects this Board.

Mr. Sinclair did not know what the implications would be, but felt circumstances were quite different between this Board and Peel. He pointed out the Peel situation is a catch-up situation and such wage disparity came about due to two separate bargaining units for the male and female caretakers/cleaners.

Report on Race Relations

Canon Rogers pointed out this report is a working paper and he wished to emphasize that it was brought to this committee this evening for approval and that it would not go to the Board at this time, but out to the community for comments and direction. Canon Rogers credited Mr. S. Barrs and others for work involved in this document. He drew the Trustees' attention to the first three pages at the front of the report, detailing the process and community distribution. He further drew attention to the following paragraph on the third page - "The Trustee Steering Committee accepted the draft with some minor changes and agreed that a small

committee under the leadership of the Director would seek funding assistance from the province for policy development and other initiatives related to race relations and ethnocultural equity."

Following distribution of the document to the community, the Race Relations committee would meet again, review the comments and return to this committee before going to the Board. From the very start, they wish to put together a paper worthy of a Race Relations policy with input from the community. The value depends on opportunity being given to community groups to respond with their problems and questions.

Canon Rogers noted officials are looking into ways to fund necessary costs related to the completion of this document

Canon Rogers asked that the Race Relation Committee's working paper "Towards a Race Relations and Ethnocultural Equity Policy" be taken to the community for their input.

Moved by Canon Rogers:

That the Report on Race Relations be received for information.

In reply to Mr. Korz's question regarding time lines, Canon Rogers hoped distribution would take place early in the New Year, providing it receives approval tonight.

Dr. Johnston congratulated the Race Relations Committee and Steve Barrs for a creditable job. He pointed out that Mr. Barrs has been responsible for some of the most creative events and programs that the Mayor's Race Relations committee has adopted. He asked if it would be possible to include the Social Planning and Research Council, of which he is a member, in the Board's policy.

Mr. Rielly agreed they could be involved.

Mrs. Bishop felt that the Race Relations committee has seven major tasks before them as outlined in the report. She was concerned that this was the beginning of a large amount of work requiring a long process to complete.

She felt principals in schools needed help with newly arrived immigrants now and worried over the

length of time they would have to wait before this document was Board policy. She felt the English as a Second Language programs have trebled, or more, in size, and the need for this policy was urgent.

Mr. Rielly pointed out the working paper was drawn up by a Trustee committee and a number of people representing the community already have had input in it, along with staff such as Mr. Barrs and Ms. Sproule-Jones.

Mr. Rielly hopes to have a policy available in May, ready to be acted on in school plans for September, 1989. The problem is that resources have not been available in terms of staff or co-ordination to do this work. He noted the time of Mr. Barrs and Ms. Sproule-Jones, was seconded for this project. Unless we have the resources, we cannot carry out this process. It is anticipated the working paper will be out in the first part of January, if not before, to the various groups so they may respond. By the end of February the material can be gathered, in an on-going process, and then be taken to the committee for discussion. It was felt many groups did not feel comfortable submitting their suggestions in writing but are willing to discuss their concerns through informal meetings. In March/April, we will refine the paper, bring it back to the Committee to discuss and make any further changes; and finally the document would go to the Board in May. The implementation would take place during the May/June period for school planning for September.

Canon Rogers noted it would be difficult to speed up the process as groups want to think over and discuss the policy, but he still remained concerned about funding and resources.

Mrs. Baskin stated the committee was set up two years ago, and now only the first stage has been completed. She re-iterated Mrs. Bishop's concern that schools need help now to cope with people being insensitively treated due to different background customs and expectations. It was at the school level that change was needed.

Mrs. Clarke pointed out that the Board has a Consultant in English as a Second Language/Dialect and hoped that problems at the school level were being addressed.

Mr. Allen indicated some of the concerns mentioned were being addressed through in-service sessions

between principals and the Hamilton Multicultural Society by bringing attention to some cross cultural differences. Some attempt is being made to address this issue, and as many immigrants settle in the north end of the community, these teachers and principals need experience and sensitivity to handle situations.

He also mentioned the Ministry of Education is working on two pieces of curriculum (with input from himself and Mr. Barrs) to address such concerns. He expects distribution in the new year as the material is in its final writing stages. Mr. Allen stated principals are adjusting to the needs of cross-cultural backgrounds, noting much information goes home in languages other than english. He agreed the process was slow, but with the leadership of the Ministry and this Board we should have a first rate policy.

Mr. Stewart asked the potential cost without aid from the province.

Mr. Mulholland pointed out that it would be difficult to cost until the final document was in place.

Mr. Rielly agreed a number of costs were difficult to know. He would be bringing forward to the Budget Review Committee the need for a person to co-ordinate the Race Relations policy implementation, a major cost. As noted earlier, there are costs attached to in-servicing of teachers, principals, etc. Mr. Rielly remarked that because of information received through Trustee Allen, the preliminary work for grant money is in place, and we are in a good position to receive upwards of $80,000 for work that has to be done.

Mr. Korz wondered if the racial problems are as wide spread as believed. He has discussed this subject with minority students at his school on the mountain and there did not seem to be a racist feeling. He agreed work needed to be done, but the problem was as serious as perceived by some other people.

Miss Detwiler did not want to belittle the work of Race Relations but was in sympathy with the Director's worry regarding resources and funding.

Mrs. Baskin voiced her concern that there was always going to be slurs and she does not expect pieces of paper to make problems disappear. She was, however, pleased to see it would be

distributed to include students, staff and teachers.

The motion was put to a vote and was **CARRIED.**

Re-constitution of Ad-Hoc Committees
(a) Affirmative Action
(b) Race Relations

Mrs. Van Horne questioned the necessity of having to re-constitute Affirmative Action as it is no longer an ad hoc committee of the Board but a special committee of the Board.

She suggested that Race Relations report on a monthly basis to the Development committee and Affirmative Action report on a monthy basis as part of P&O. She stated that one of the aims of reorganization was to cut down on the number of meetings. The community could still be involved through the sub-committee structure.

It was agreed it would be appropriate to have Race Relations as a standing item on the Development agenda.

Moved by Mr. Korz:

That the Race Relations Committee be re-constituted for 1989 with the same number of members as in 1988, to be named by the Chairman of the Board, with the same goals and objectives as in 1988; and report to the Development Committee.

Mr. Korz explained that the intention of the motion was to have a separate Race Relations committee reporting, but he wanted to relocate the input.

Mrs. Clarke stated the Race Relations Committee is composed of community representatives and staff and is very active. The feeling was, that at some time most of the background from staff would be completed and that committee could disband and Development would take over the work of Race Relations.

Canon Rogers supported Mr. Korz's motion that Race Relations continue and report to Development, but suggested they should continue as there is a few month's work to be completed. Putting the Race Relations policy into place will fall on the Development committee, and the Board committee would implement it.

Mrs. Baskin requested the addition of "until such time as a Race Relation's Policy has been approved by the Board".

A vote was called on the motion and it was **CARRIED.**

The reconstitution of the Affirmative Action Committee was removed from the agenda.

Section 16 Programs

Mr. Beveridge reviewed the report for the members, noting this concern arose out of meetings with Federation, Director and Chairman of the Board. The Liaison Teacher is working in the capacity of a teacher and liaises and consults with community agencies and educators. He referred to the attached job description and that the Ministry of Education officers have verbally approved this new role description, recommending the position be "Consultant" with an additional responsibility allowance of $3,700.00, to be paid by the Ministry of Education. This position would be posted throughout the system.

Moved by Miss Detwiler:

That subject to the provision of funding by the Ministry of Education, the position of Liaison Teacher, Section 16 Programs, be upgraded to that of Consultant, Section 16 Programs, effective January 1, 1989.

In answer to Mr. Allen's query, Mr. Beveridge noted the Federation was supportive of the change to one of added responsibilities.

Some discussion followed regarding the job description and requirements.

Mrs. Van Horne asked Mr. Sinclair if he perceived this to be a reopening of a contract in the middle of its term or was this creating a new position because it was felt necessary.

Mr. Sinclair responded that a contract is certainly not being re-opened. There is provision in contracts to reclassify, subject to negotiations with the appropriate federation.

Mrs. Baskin questioned if there was going to be a salary committee this year. She felt it was not appropriate to change a position unless we are going to eliminate the salary committee and

negotiate in public. She felt this needed to be clarified and she would like to table this item until it is made clear whether Trustees intend to turn negotiations over to officials or take part in negotiations, salaries, etc., as in past.

Moved by Mrs. Baskin:

That the Section 16 Programs report re upgrading the position of Liaison Teacher be tabled until the role of Trustees in salary negotiations has been clarified.

CARRIED.

Letter of Agreement - Director of Education and Secretary

Following In-Camera discussion, the following motion was approved.

Moved by Mr. Allen:

That the Letter of Agreement - Director of Education and Secretary, be approved.

CARRIED.

ELEMENTARY/SECONDARY

Recommendations of the Director

Moved by Mrs. Clarke:

That the recommendations of the Director of Education be accepted as presented to the members.

Mrs. Baskin objected to the method this Board uses in employing Supply Teachers, and staffing in general. She wanted assurance staffing was being done in line with policies that have been set out.

Mr. Stockwell pointed out the Occasional Teachers are now under a collective agreement and the term supply teacher is not used. We have Short Term Occasional Teachers (less than 20 days) and Long Term Occasional Teachers (for longer than 20 days). Applications are submitted and interviews held for people applying for the Occasional Teacher list and occasional assignments are allocated by allowing principals to interview three qualified candidates. On a daily basis, for short term absenteeism, this is not possible to do. We attempt to comply with the collective agreement, to ensure people get equal opportunity to these assignments.

Mrs. Baskin asked to have a written report on how long term people are selected (hired).

Mr. Stockwell agreed to provide a report.

The motion was then put to a vote.

CARRIED.

The meeting then adjourned.

Read and confirmed,

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Chairman

cv

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